DOCUMENT RESUME

ED 225 004 CE 034 903

TITLE	Occupational Readiness Center Curriculum Guide. 2nd Edition.
INSTITUTION	Putnam and Northern Westchester Counties Board of Cooperative Educational Services, Yorktown Heights, N.Y.
PUB DATE	Jun 82
NOTE	357p.
PUB TYPE	Guides - Classroom Use - Guides (For Teachers) (052)
EDRS PRICE	MF01/PC15 Plus Postage.
DESCRIPTORS	Allied Health Occupations; Auto Body Repairers; Auto Mechanics; Behavioral Objectives; Building Trades; Career Choice; Career Development; Career Education; *Career Exploration; Career Planning; Child Care Occupations; Cosmetology; Course Content; Course Descriptions; Curriculum Guides; *Disadvantaged; Experiential Learning; Floriculture; Horticulture; Learning Activities; Maintenance; Metal Working; *Prevocational Education; Secondary Education; Service Occupations; *Trade and Industrial Education; Vocational Adjustment; Vocational Education; Vocational Interests; *Vocational Maturity

ABSTRACT

This curriculum guide provides materials for nine courses taught in the readiness program for students 15 years of age and over who are not benefiting from education in regular educational settings. (The program is intended to identify a suitable occupational field in which students can succeed and to develop their social and emotional readiness and behavior to function successfully in all occupational training programs.) Introductory materials include the program's basic philosophy, objectives, criteria for entrance into the Occupational Readiness Center, and course descriptions. Outlines follow for each course that combine academic instruction with student experience in a "live work" situation. Courses cover these trade/occupational clusters: metal trades, automotive trades, building trades (masonry/carpentry), building trades (electrician/plumber), building maintenance, horticulture/floriculture occupations, food trades, cosmetology/personal grooming, and health/personal service occupations. The courses are divided into units corresponding to specific job titles and occupations. Each unit presents this information: job title, job duties, working conditions, job requirements, job conditions, basic skills and knowledge, job practice, academic demands, additional job information, and evaluation. A unit outline details learning goals; learning activities; tools, equipment, and supplies; new terminology; math; and text, workbook, and other supplies. Some student information forms are appended. (YLB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED225004

CURRICULUM GUIDE THE ORC CURRICULUM GUIDE CURRICULUM GUIDE

Occupational Readiness Center

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

Putnam/Northern Westchester Education Center
Yorktown Heights, New York 10598 • (914) 245-2700

2nd Edition
June 1982

CE034903

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

D Bamford

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

CONTENTS

I. PHILOSOPHY .....

II. OBJECTIVES .....

III. CRITERIA FOR ENTRANCE .....

IV. AREAS:

METAL TRADES .....

AUTO TRADES .....

BUILDING TRADES I (Carpentry/Masonry).....

BUILDING TRADES II (Electrical/Plumbing) ...

BUILDING MAINTENANCE OCCUPATIONS .....

HEALTH/MEDICAL-PERSONAL SERVICE OCCUPATIONS..

FOOD TRADES OCCUPATIONS .....

HORTICULTURE/FLORICULTURE OCCUPATIONS .....

PERSONAL GROOMING/COSMETOLOGY OCCUPATIONS ...

V. GENERAL PROGRAM INFORMATION

BASIC PHILOSPHY

All individuals are entitled to an education according to their abilities. The student who may not be benefiting from education in regular educational settings, should not be excluded, but has equal rights to achieve to the limit of his or her abilities.

The procedure and organization of his education experiences must be adapted to his competencies and needs. His or her education must begin at his level of academic, social and emotional experiences, and progress at a pace adapted to the individual. During this process of education, the individual must be helped to accept the reality of his ability level. Therefore, this education does stress social and academic skills within the occupational areas. These are the areas in which he or she may achieve success if given individualized instruction in concrete situations that can be both observed and experienced. The individual is directed at this time towards an occupational decision that is practical and realistic.

Upon leaving the school environment, the student will find it necessary to live and compete in a complex society. Thus it is deemed necessary that the school attempt to help the individual understand himself as a person and as a member of society.

With this guidance, it is hoped that the student may gain self-respect and may make the best possible adjustment in the community in which he or she lives and works.

EDUCATIONAL OBJECTIVES

I. GENERAL OBJECTIVE

To provide information and experiences leading to a logical selection of specific occupational training.

II. SPECIFIC OBJECTIVES

a. To continue to orientate student to the concept of work and its physical, social and emotional implications.

b. To explore with student the training and employment opportunities in the various occupational areas.

c. To discover occupational potentialities and interests.

d. To provide realistic occupational experiences for the purpose of student - teacher evaluation of the student.

e. To develop readiness for specific occupational training.

f. To promote academic motivation through occupational exploration.

CRITERIA FOR ENTRANCE INTO O.R.C.

A candidate should:

1. Be 15 years of age and have a maturity level which would indicate probable success in the program.
2. Have had some orientation toward work.
3. Have a level of coordination which would indicate probable success in the program.
4. Have an acceptable attendance record.
5. Exhibit behavior patterns and a stability which would indicate probable success in the program.
6. Have shown ability to work independently.
7. Be able to understand and accept directions.
8. Exhibited safe work habits.

OCCUPATIONAL READINESS CENTER

(READINESS PROGRAM EXPLANATION)

The program has two basic goals: the identification of a suitable occupational field in which students can be successful and enjoy, and the development of the students' social and emotional readiness and behavior that will enable them to function successfully in a future occupational training program. These goals are accomplished by having the students participate in a variety of occupations by experiencing them in "live work" situations and by providing academic instruction related to each occupation.

(COURSE DESCRIPTIONS)

METAL TRADES — Course Code 985 & 995 — YORKTOWN

Metal working, machining occupations, and drafting are covered. Included are sheetmetal worker, general machine operator, machinist apprentice, welder and electromechanical repair worker. Related academics cover vocabulary, language arts, applied math and science. Students operate various machines, use hand and power tools, perform drafting and welding experiences, and become aware of and practice the safety requirements needed in this field.

AUTOMOTIVE TRADES — Course Code 985 & 995 — YORKTOWN

The automotive trades occupations are experienced. Included are auto mechanic, lubrication and tire specialist, service station mechanic, small engine mechanic and auto body worker. Related academics cover vocabulary, safety, language arts, applied math and science. Students practice and work on non-operating cars using hand and power tools, testing equipment, practice on engines, and perform selected projects.

BUILDING TRADES Masonry/Carpentry — Course Code 985 & 995 / Course Code 986 — YORKTOWN / FOX MEADOW

The various construction trades are covered, such as bricklayer, carpenter, sheetrocker, blocklayer, taper, roofer and painter. Related academics include vocabulary, language arts, related math and science. Students build various models and mock structures, moving from one trade to the next using appropriate hand and power tools. Safety as it relates to this industry is an integral part of a youngster's instructional program.

BUILDING TRADES Electrician/Plumber — Course Code 985 & 995 — YORKTOWN

The various construction trades are experienced, such as plumber, electrician, plumber's helper and electrician's helper. Related academics include vocabulary, language arts, related math and science. Students build various models and mock structures, moving from one trade to the next using appropriate hand and power tools. Safety as it relates to this industry is an integral part of a youngster's instructional program.

BUILDING MAINTENANCE — Course Code 995 — YORKTOWN

Building maintenance and custodial occupations are experienced. Included are industrial/commercial maintenance worker and custodians. Related academics are covered and

(continued on reverse side)

students operate the many pieces of hand and power equipment used in this field.

HORTICULTURE/FLORICULTURE OCCUPATIONS Course Code 985 & 995 YORKTOWN

Several floriculture/horticultural occupations are covered, including nursery worker and helper, landscape gardener and helper, greenhouse worker, horticulturist and floriculturist. Related academics include language arts, related math and science. Students plant, propagate floral and ornamental plants, and perform small construction projects, laboring jobs, and operate small equipment, hand and power tools.

FOOD TRADES Course Code 980 & 990 YORKTOWN

Various occupations in the quantity food preparation and service field are covered, including chef, cook, baker, cafeteria worker, kitchen helper, waiter and waitress. Related academics include communication skills, related math and science. The students perform all aspects of this work including the preparation and service of food in a miniature cafeteria-restaurant.

COSMETOLOGY/PERSONAL GROOMING Course Code 985 & 990 YORKTOWN

Cosmetology occupations are covered. They are manicurist, hair dresser/beautician. Students will perform various aspects of this work and emphasis will be placed on personal grooming, hair and skin care, shampooing and hair setting. Related academics include communication skills, related math and science concepts. Personal grooming experiences will be provided for selected students in need of pre-occupational preparation.

HEALTH/PERSONAL SERVICE OCCUPATIONS Cousrse Code 980 & 990 YORKTOWN

Several Health/Personal Services and Child Care Occupations will be included. Occupations to be experienced are orderly, ward clerk, nurse's aide, private household worker, day care center aide and other related occupations. Academics include science, math and related communication skills. Personal Service Occupations will be provided for selected students who would benefit from an exposure to motel/hotel housekeeping areas.

Dr. John Battles, District Superintendent
Dr. Daniel Koble, Director, Occupational Education

Prepared by:

Donald Bamford, Principal

John Bergmann
William Donohue
Vito Rinaldo
John Mahony
Joseph Cotumaccio
Angelo Russo
Daniel Cardinale
Joan Herrman
John SanDonato
Helen Brown
Judith Gillespie
Mary Holahan
Madeline DeRosa
Ira Waller

METAL TRADES

COURSE: METAL TRADES

UNITS:

First Quarter

General Machine Operator
Drill Press Operator
Lathe Operator
Machinist Apprentice
Electro-Mechanical Repairman (Appliances)
Small Engine Repairman
Welder (Electric and Gas)
Draftsman (Mechanical)
Ironworker

Second Quarter

Same as First Quarter

Third Quarter

Same as First Quarter

Fourth Quarter

Same as First Quarter

Trade: Metal

I. JOB TITLE: General Machine Operator

II. JOB DUTIES:

To place rough metal stock in a machine tool and follow the direction of a skilled set-up man
Make minor adjustments to keep the tool operating
Follow blueprints
Use measuring tools for checking accuracy of operation
Select lubrication for operation

III. WORKING CONDITIONS:

Paid hourly on incentive rates
Must wear safety equipment
Usually in a factory type production setup
Must work at an operating machine where oil, metal chips and some lubricating fumes are evident
Noise factor is considerable

IV. JOB REQUIREMENTS:

Background in general machine operation to include the following:
Metal identification
Metal characteristics
Cutting principles
Precision measuring-micrometer and vernier

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Must understand basic machine tool operation to operate more complicated production machines
Must understand the following: measurement, cutting principles, electric motor controls, lubrication, speeds and feeds

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Must be able to read instructions, blueprints, manuals and handbooks
Math: Must be able to make precision measurements
Must understand decimals
Verbal: Must know machine tool operation nomenclature to communicate with supervisor or setup man
Written: Must be able to make out production reports, time sheets and job estimates

ADDITIONAL JOB INFORMATION:

1) Disadvantages: The introduction of new more sophisticated production machines will limit the number employed in this area
Other factors such as new processes might offset this

2) Advantages: Able to be employed without extensive training
Can be a semi-skilled operator in a few weeks or after a short training period
Incentive pay enables worker to work harder and earn more

3) Training opportunities: On the Job-Vocational School

IX. EVALUATION: As determined by teachers

COURSE: Metal Trades

OCCUPATION: General Machine Operator

NO. 1

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS, OTHER SUPPLIES
... To learn all safety procedures to be followed as a General Machine Operator ... Machine, eye and fellow worker safety ... To identify the types of machinery and understand operation ... Understand how machines are set up and used for production ... Know how to conduct a safe machine operation ... To produce a single, well-made machine item project ... To be able to perform spark test on metals ... To become familiar with Job Planning (basic drawing, selection of materials, etc.)	... Practice Safety ... Using metal lathe, shaper drill press and grinder to begin introduction to machine tool operation ... Layout of initial project-machinist hammer. Figure stock and begin turning from 1"-½" steel stock ... Develop a plan for a hammer ... Comparison of pictures of characteristic sparks and matching of these with written fill-in notes identifying their corresponding types of metal ... Practice "dry runs" through job procedures-working drawing, job plan, bill of materials, choosing stock, etc. ... Practice looking up materials in catalogs and filling out order blanks and correctly making out arithmetic sections of order blanks ... Handling metals in the class each of which is characterized by features such as tensil strength and then describing them on mimeo fill out outline notes and on the chalk board ... Vocabulary: Spelling, usage and comprehension of related terminology ... Math: Basic measurement and drafting skills reviewed and reinforced ... Science: Basics of electricity and physics in relation to machine	Machine Lathe Shaper Drill Press Grinders a) Tool Post b) Tool bit All lathe accessories a) Chucks b) Boring tools c) Tool bits All bench tools needed a) Ball peen hammer b) Files c) Vises d) Wrenches e) Scratch awl f) Center punch g) Prick punch h) Cold chisels i) Aviation snips	VOCABULARY Machine tool Lathe operation Cylindrical Drilling Boring Cutting speed Longitudinal Feed Cross feed Lathe chuck Chucking Tool bits Tool holder Grinding Facing Centerdrilling Lathe centers Aligned Lathe dog Reaming Kurling Steady rest Threading Micrometer Tensile Strength Conductibility Ductility Hardness Hardenability Elasticity Machinability Brittleness Toughness Corrosion resistance	Metalwork Technology and Practice, Ludwig Technicial Metals, Johnson Technical Metals Workbood Occupational Dictionary Occupational outlook Handbook FILMS Safety in the Ship: Basic Practice - 13 min. BOCES Library Metal Ship Safety - 13 min. BOCES Library Saga of Safety Same - 12 min. BOCES Library Drama of Metal Forming - 28 min. BOCES Library Aluminum: Metal of Faces Department of the Interior, Bureau of Mines Silber Department of Interior, Bureau of Mines FIRLD TRIPS Hudson Wire Works Ossining, New York Phelps Doge Mfg. Division - Yonkers, New York Teacher Made Materials

COURSE: Metal Trades

OCCUPATION: General Machine Operator

NO. 1

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
	operation ... Occupation: Discuss the job and its requirements, opportunities and accessibility		MATH Review measurement concepts to one-sixteenth of inch. Introduce micrometer and skills necessary.	

Trade: Metal

I. JOB TITLE: Drill Press Operator

II. JOB DUTIES:

Selects drills and adjusts speeds for production work
Measures position of holes to be drilled
Sharpens drills for operation
Reads prints to insure accuracy of work

III. WORKING CONDITIONS:

Works in coordination with production personnel usually standing and operating automatic feed, or performing manual operations
Works in a well-lighted and clean surroundings where noise is not a severe problem
Size of machine could vary where heavy and light loads must be processed

IV. JOB REQUIREMENTS:

Background in machine operations
Blueprint reading
Knowledge of metals
Understanding heat treatment of metals

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Use of basic machine tools
Sharpening of drills
Understanding of heat treatment
Knowledge of abrasives
Measurement and blueprint reading

VII. JOB PRACTICE:

Shop and laboratory experience

VIII ACADEMIC DEMANDS:

Reading: Must be able to read basic instructions for production
Must be able to read technical information on how to operate and maintain the machine he is operating

Math: Must be able to measure with a micrometer inside and outside
Must be able to understand speed formulas for various kinds of metals and drills
Must be able to lay out angles and distances with reasonable accuracy

Verbal: Must understand the nomenclature of the machine and be able to communicate this to other workers and his supervisor

Written: Must be able to fill in work records, keep time sheets and process any other reports such as accidents, etc.

ADDITIONAL JOB INFORMATION:

1) Disadvantages: The repeating of a similar operation many times might seem to be a difficult task
Standing at the machine for long periods

2) Advantages: Employment is found in a wide range of industries
The job can be learned in a few weeks
Comfortable inside working conditions

3) Training opportunities: On the Job-Vocational Schools

IX. EVALUATION: As determined by teachers

COURSE: Metal Trades

OCCUPATION: Drill Press Operator

NO. 2

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT WORKBOOKS OTHER SUPPLIES
... To learn all the safety rules and precautions when working in the ship at the drill press. Eye safety Clothing Cleaning ... To learn the function of a metal cutting drill and to be able to sharpen drill ... To understand cutting speeds for all metals ... To understand aspect of metal hardness (Brinell Hareness Test, etc.) ... To be able to accomplish drill press operation layout procedures ... To be able to follow blue prints for production to .001"	... Practice Safety ... Hammer ... Drill metal for boy interest projects such as Go Carts, Mini bikes, Small machine tools, etc. ... Drill metal for general maintenance projects ... Teacher-student projects ...Math: Review principles in addition, subtraction, multiplication, and division of fractions and decimals ... English: Comprehension of new terminology, its usage, spelling, etc. ... Science: Discuss principles of electricity and physics which relate to drill press operations ... Occupational: Drill Press Operator	Drill presses All drill sizes from one-sixteenth to one-half 29 drills fractional sizes Layout tools such as Divider Surface gauge Surface table Combination square Center punch set Chisel set Counter link Special chuck and keys a) Universal b) Jacobs Assorted metal for fabrication sheet, plate, rod Angle and square	Arbor press Chuck jaw Chuck key Carbon steel Drill Drill Chudk Drill shank Drill gauge Drill sleeve Drill press spindle Drill socket Drill stand Drilling Flat drill Tapered shank Straight shank Straight fluted drill Body clearance Continue to emphasize fractions and decimal understanding and importance. Stress procedure	FILMS It Didn't Have To Happen 15 Minutes BOCES Library Jobs and Interviews 15 Minutes BOCES Library The Use and Care of Twist Drill 23 Minutes Free Film Handouts of diagrams - Drill Press Teacher made materials - Metal Occ. Metalwork Technology and Practice Metalwork Technology and Practice Workbook Technical Metals Technical Metals Workbook Occupational Outlook Handbook Occupational Dictionary Basic Mathematics Practical Problems in Mathematics Field Trips Hudson Wire Works Ossining, New York

Trade: Metal

I. JOB TITLE: Lathe Operator

II. JOB DUTIES:

Tends one or more previously set-up lathes to perform repetitive operations
Operations include turning, boring, threading, facing
Operates machine to feed tools to workpiece and engages automatic feed
Verifies conformity of machined work to specifications using fixed gauges, calipers and micrometers
Changes worn tools and may change machine speeds, feed rates and depth of cut
May work with nonmetallic materials

III. WORKING CONDITIONS:

Works in a factory with many other operators doing the same job
Machine tool operators are paid hourly or incentive rates
Must wear protective glasses when operating machine tools
Most machine shops are relatively clean and well-lighted
Machine work is not strenuous but the operator must stand all day

IV. JOB REQUIREMENTS:

Background in machine operations, blueprint reading, working knowledge of the properties of metals
Good vision and superior depth perception

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Use of hand and machine tools
Blueprint reading
Precision measurement
Science of the properties of metals

VII. JOB PRACTICES:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Must be able to read operations sheets, blueprints
May be required to read manuals and handbooks
Math: Precision measurement, addition and subtraction of dimensions and angles
Interpret blueprints
May be required to use formulas to compute machine speed, feed, depth of cut
Verbal: Must be familiar with machine tool nomenclature in order to communicate with fellow workers and supervisor
Written: Must be able to fill out time sheets
May have to complete job estimates

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Employment of workers doesn't expand as fast as demand due to the increasing productivity brought on by automation

2) Advantages: Employment in a wide range of industries

3) Training opportunities: On the Job Apprenticeship programs
Vocational Schools

IX. EVALUATION: As determined by teachers

COURSE: Metal Trades

OCCUPATION: Lathe Operator

NO. 3

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
Understand safety procedures when operating the metal lathe. Goggles Cleaning Clothing ... To understand machine lathe nomenclature ... To have an understanding of metal cutting principles ... To know straight turning bewteen centers and with use of chucks ... To know knurling, facing, shoulder cuts and polishing ... To follow and understand a simple machine drawing ... To know general machine operation	... Practice Safety ;;; To operate the machine lathe and produce a simple machine project (See blue print) ... To perform, set up and maintain operations such as drilling, centering, facing, polishing and to use the micrometers ... Student project ... Study metal characteristics and cutting speeds ... Read and observe the text and workbooks on "how to" for machine operations (See text reference) ... Review all aspects of safety (eye) and other ... View transparencies on techniques and procedures on the lathe ... Locate parts and functions of lathe on diagrams of the lathe-fill in mimeo sheets	South Bend Lathe 10" with assorted 20 tool equipment Tool post grinder Measuring tools Calopers Micrometers-inside and outside Assorted hand tools Box end wrenches Open end wrenches Files Plastic hammer Pliers Oil for lubrication Abrasive papers 7" pedestal grinder and assorted tool bit set	Micrometer decimal place Inside micrometer Depth micrometer Thimble Sleeve Spindle Ten-thousandth micrometer Addition .600" + .050" + .031" .900" + .075" + .011½" Set micrometer to: .001", .003", .060", .339", .881", .999", .772", .391½", .657¼", .533¾", .352½.., .3525", 1.010", 1.436", 1.849", 2.112", 2.677" Whole numbers, Fractions Decimals, Cutting speeds VOCABULARY Alignment Back gear lever Boring bar Boring tool Centerdrilling Chalk mark Chuck wrench Chuck Carriage Clamp dog Compound rest Countershaft Dead center Faceplate Facing Feed Gib Handwheel Headstock Knurling Lathe dog Lathe tool RPM	FILMS I Think 19 minutes BOCES Library The Turning Point 33 Minutes Free Film The Tools and Rules fc Precision Measuring - 39 Minutes Shop Procedures 17 Minutes FIELD TRIPS Hudson Wire works Ossining, New York Phelps Dodge Yonkers, New York Teacher made materials Metalwork Technology an practices Metal work Technology an Practices Workbook Basic Math simplified Practical Problems in Mathematics; Machine Trades

COURSE: Metal Trades

OCCUPATION: Lathe Operator

NO. 3

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
			SFM Spinkle hold Straight tool Holder Tailstock Tool list Tool holder Tool post Three jaw Universal chuck Collet	

Trade: Metal

I. JOB TITLE: Machinist Apprentice

II. JOB DUTIES:

Engage in a learning program that would include many machine operations
Perform the cleanup of various machines
Assist the experienced personnel in setting up machine operations
Carry out the routine maintenance of the machine shop
Conduct some of the basic production work that is not too complicated

III. WORKING CONDITIONS:

Similar to factory work where machines are operated in large rooms with other machines
Hands get soiled
Standing at machines while in operation
Lifting some heavy work and some moving of very heavy equipment

IV. JOB REQUIREMENTS:

Must understand all basic math, geometry and some algebra
Must understand the science of machines, both mechanical and electrical
Must be able to read well to understand the operation of new and sophisticated machinery
Must have good vision and physical ability

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Must have a proven skill and ability in machine tool operation and the academic knowledge to engage in the learning program

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Must be able to read and understand operation sheets, job sheets, manuals and other technical instructions as required

Math: All Basic math
Precision measurement, tolerances, gauges, and the use of formulae and charts

Verbal: Must be able to relate to the more experienced personnel by use of machine nomenclature, etc.

Written: Must perform all the basic record keeping for maintenance and manufacture
Be able to take notes from instruction and write instructions for other workers
Requires a substantial vocabulary of machine and technical terms

ADDITIONAL JOB INFORMATION:

1) Disadvantages: The time required to become a master machinist is long and the skill is substantial. The pay is not high and work depends upon production demands

2) Advantages: The work is not repetitive and allows for much inventiveness and special work
Job mobility should be good
Can advance to other technical jobs in machine programming and tooling
Can open own shop and subcontract

3) Training opportunities:

IX. EVALUATION: As determined by teachers

COURSE: Metal Trades

OCCUPATION: Machinist Apprentice

NO. 4

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
... To understand all safety procedures and the safety awareness of the machinist apprentice ... General shop safety ... Machine guard and safety devices ... Clothing and cleaning safety ... The understand the basic nomenclature of the small metal lathe and to be able to operate for the following: Straight turning between centers to .001" Drilling Facing Grinding (Tool post) Tool Grinding ... To understand how to read a blue print and make a project such as a small machinist hammer	... Practice safety ... Disassemble, inspect, and repair various kinds of machines ... Plan and produce repaired and new parts for maintenance ... Operate such machines as necessary for the above ... To make a small machinist hammer ... To heat treat a small machine part such as a punch ...To repair, replace and maintain small machine devices for boy interest projects ... Math: Continue work with fractions, decimals, and measurement ...Science: Review basics in electricity and physics related to machine operation ... English: Vocabulary, spelling, grammer and usage ... Occupation: Discuss occupation in detail	Machine lathe Shaper Grinder Metal Punch Shears-straight Shears-Beverly Hofkos Bender Brake Forming Rolls Power hack saw Band Saw All assorted hand tools such as chisels, hammers, punches, pliers, micrometers, gauges Small South Bend machine lathes with all accessories 1 tool post grinder Micrometers outside 1", 2", 3", 4" Micrometer inside 1" to 5" Calipers Box and open end wrench set Threading tools 8-32 to 1" ¼" tool bits 1" Round Stock iron machinable 1" Round stock heat treatable	VOCABULARY Lathe Grinder Milling machine Shaper Drill press Grinding wheel Chuck Twist Drill Squaring shears Bar Brake Forming Roll Rivets Pop Rivet Bolts Screws Nuts Washers Fender Beverly Shears Metal Punch Power Hack Saw Cold Chisel Hammers Pliers Micrometers Gauge Hack saw Warding file Mill file Flat file Hand file Pillar file Square file Round file Half round file Three square file Knife file MATH Continue fractions stressing multiplication of fractions Discuss fraction conversion	Metal work Technology and Practices Metalwork Technology and Practices Workbook, Ludwig Technical Metals, Johnson Technical Metals Workbook, Johnson Occupational Handbook Occupational Dictionary Basic Mathematics Simplified Practical Problems in Mathematics FILMS I Am 14 Minutes BOCES Library Grinding Wheel Safety 20 Minutes Free Film Grinding Wheel 10 Minutes Free Film How to Select the Right Frinding Wheel 30 Minutes Free Film Modern Heat Treating Methods 15 Minutes Free Film Metal Band Saw 30 Minutes Tomorrow's Abraisive Tools Today 22 Minutes Free Film Your Job 13 Minutes BOCES Library

COURSE: M[redacted]rades

OCCUPATION: Machinist Apprentice (Cont'd)

NO. 4

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
				FILM LOOPS The All-around Machinist Encycolpedia Brittanic Vocational Series FIELD TRIPS Emery Mine Croton, New York Phelps Dodge Yonkers, New York Teacher Made Materials

Trade: Metal

I. JOB TITLE: Electro-Mechanical Repairman (Appliance Repairman)

II. JOB DUTIES:

To disassemble electrical machinery
Inspect it and decide the course of action for repair
To repair electrical machinery and place it back into operation
To perform the routine preventive maintenance functions

III. WORKING CONDITIONS:

In a shop where tools and repair equipment are available
On the job where disassembly and installation take place
This would include working in some difficult places such as underground passages and on tall buildings and, at times, in adverse weather

IV. JOB REQUIREMENTS:

Must be mechanically inclined
Must have a basic talent for understanding electrical theory
Mathematics for electrical theory

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

To know how most basic machines operate to include pumps, winches, hydraulics, moving devices, fans, etc.
To understand basic electricity and control as related to the above mentioned machinery
Must be able to diagnose machine problems and make a maintenance decision

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Must have a reading skill and vocabulary at about level (9)
This mostly for installation instructions and electrical theory training
Math: Must have a good basic knowledge of mathematics
There must be a knowledge of basic algebra to solve electrical equations
Verbal: Must be able to communicate instructions on the job
Must be able to use electric communications for orders and various instructions
Written: Must be able to draw basic diagrams for appliance circuits

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Work might be temporary

2) Advantages:

3) Training opportunities:
Apprenticeship

IX. EVALUATION: As determined by teachers

COURSE: Me[illegible]redes

OCCUPATION: Electro-Mechanical Repairman (Appliance Repairman) NO. 5

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
... To understand safety procedures of Electro-Mechanic Repairman Faulty wiring Overloading wire Broken wires ... To be familiar with basic electricity Direct current Alternating current Ohms law, circuits and magnetism ... To understand how electrical machinery functions Motors Generators Alternaters Magnetic devices ... To understand how to conduct a machine preventive maintenance operation ... To be able to install new replacement parts and to follow electrical installation procedures	... Practice safety procedures ... Remove, inspect and disassemble all types of electrical mechanical devices ... Repair, replace and reproduce machine parts of electrical devices ... Use the ohm meter for the detection of trouble in simple circuits ... Remove, inspect and replace electrical wires for the maintenance of circuits ... Read and follow installation instructions for electrical machinery ... Fill out worksheets on electrical and scientific terms and equations	All machines and tools required for machinist, lathe operator and sheet metal worker Ohmeter Weston meter DC-0-1000 volts AC-0-1000 volts Ohms. 0 to 100 Meg ohm Insulating material Tape Wire Terminal kit Aligator clips Solder Variable voltage source such as a battery charger Assorted fuses, bulbs and variable resistances	Ohm-resistance Ampere Voltage Battery Circuit Meter-multi tester Series Parallel AC DC Insulator Magnetic Open and closed circuit $E = IR$ $I = \frac{E}{R}$ $R = \frac{E}{I}$ Resistance in series and parallel circuits Amps in serais and parallel circuits $P = IE$ Reading Meter	Electricity Made Simple, Henry Jacobwitz Coubleday & Co. Metalwork and Technology Workbook Electricity, Gerrish Welders Guide (Elec.), Audel; Howard Sam Pub. Co. Handbook of Practical Electricity, Howard Sams Pub. Co, Motors-Guide For Auto Mechanics Glenn's Automotive Repair Manual Automotive vacuum and Wiring Diagrams FILMS Principles of Electricity 20 Minutes BOCES Library The Road Ahead 20 Minutes Telephone Co. Electrons at Work 14 Minutes BOCES Library Bell Solar Battery 12 minutes Telephone Co. Electricity and How It is Made 16 Minutes BOCES Library What is Electric Current 14 Minutes BOCES Library

COURSE: Metal Trades (Continued)

OCCUPATION: Electro-Mechanical Repairman (Appliance Repairman) NO. 5

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
				How to Produce Electric Currents with Magnets 11 Minutes BOCES Library FIELD TRIPS Westinghouse Corp. Yonkers, N.Y. Teacher Made Materials

Trade: Metal

I. JOB TITLE: Small Engine Repairman

II. JOB DUTIES:

Raises vehicle with hydraulic jacks and removes wheel and brake drum
Replaces defective brake shoes or disks
May rivet new linings to shoes
Repairs or replaces defective wheel cylinders and/or master cylinder
Checks and bleeds brakes at all four wheels

III. WORKING CONDITIONS:

Work week is approximately 40-48 hours
Usually works indoors
Must be able to bend, crawl, stoop, and lift heavy objects

IV. JOB REQUIREMENTS:

Have mechanical aptitude and ability
Be in good physical health
Have a driver's license

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Must understand the hydraulic principles involved in the operation of brakes
Must have mechanical skill and aptitude
Will soon have to understand the operation of anti-skid brakes

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Must be able to read manuals due to the various types of brake systems now available
Math: Adding repair bills
Computing sales tax
Verbal: Communicate with supervisor and may have to communicate with customer
Written: Minimal, may have to write repair bills

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Dirty, oily work in a noisy environment

2) Advantages: Steady indoor work
Opportunity for advancment

3) Training opportunities: On the job-Vocational Schools

IX. EVALUATION: As determined by teachers

COURSE: Metal Trades

OCCUPATION: Small Engine Repairman

NO. 6

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To identify types of machinery and hazards involved ... To understand the working and procedures of the shop (orientation) ... To operate a safe shop ... To understand the principle of operation of the internal combustion engine (small engine repairman) ... To identify major parts of engine and be familiar with their function ... To understand the principles of the operation of the fuel and exhaust system ... To identify major parts of system and be familiar with their functions ... Become familiar with the principles of the operation of the automobile ignition and electrical system ... Identify major parts of system and be familiar with their funcitions ... Understand the operation and function of the crankcase lubrication system ... To know the operation of the cooling system of car engines and small engines ... To know the parts and their functions in the cooling of engines ... To understand how power is transmitted from the engine to transmission via clutch or automatic transmission through drive shaft, differential the axles and to the wheels ... To understand the workings of the complete braking system	... Planning-personal shop safety plan ... Operation-function of shop machinery, tools and equipment ... Analysis of job hazards ... Prevention-Precautionary measures and preventative procedures ... Demonstration of fire extinguisher a) Invite Fire Dept. to demonstrate importance ... Demonstrate engine operation with model engine (Small engine) ... Disassemble single cylinder engine and discuss major parts and their function ... Demonstrate and discuss operating engine ... Disassemble auto engine and discuss major parts and their functions ... Identify major parts of engine on teacher made ditto ... Read and Discuss chapter on "The Engine" in text Understanding the Auto ... Demonstrate manually the operation of fuel pump ... Disassemble fuel pump and carburetor and discuss major parts and their function ... Demonstrate and discuss fuel system in operation ... Identify major parts of fuel pump ... Read and discuss chapter "Fuel and Exhaust System" in Understanding the Auto ... Discuss primary and secondary systems ... Discuss major parts of both	Goggles a) Gas welding b) Arc-welding c) Grinding d) Chiseling Guards Coveralls Shopcoat Vents and Exhaust system Flammable liquid storage Machinery and hand tools that will be used Fire Demonstration model engine Small engines Mechanics hand tools Compression tester Auto engines (demonstration) Gear pullers Arbor press 3/8" socket set 1/2" socket set Open and box end wrenches Carburetor Fuel pump Gas filter Gas lines Manifold (exhaust) Muffler Pipe expander Clamps Air chisel Hacksaw Tubing cutter Flaming tool Starter Battery Generator Alternater Voltage regulator Coil Distributor Spark plugs	VOCABULARY Hazard Injury Statistic Compensation Inspection Prevention Regulation Equipment Machinery Precaution Safety Apron Dangerous Flammable Codes Two cycle Four cycle Strokes Intake compression power exhaust Camshaft Crankshaft Piston Piston rings Cylinder Wrist pins Journal Bearings Rocker Arms Overhead valve Valve seats Connecting rods Compression test Flywheel Gasoline Carburetor Atomize Fuel pump Vacuum Manifold	Basic Auto Repair-1 Basic Body Repair-1 Booklet of Standard Safety Appeals Board Small Gasoline Engines Understanding the Auto Practical Problems in Mathematics; Auto Trades Automotive Chassis and Body Automotive Encyclopedia Car Service Service Check CASSETTE TAPES Your Future as an Auto Mechanic FIELD TRIPS Dino's Transmission Service Putnam Valley and Croton Falls General Motors School for Mechanics Tarrytown, New York Auto Show, New York Coliseum Teacher Made Materials Carburetor, fuel pump, etc. TRANSPARENCIES As prepared by teacher Charts Oil filter Anti-freeze Car Service Check Basic Automotive Ignition System Workmens Compensation Laws FILMSTRIPS The Rotary Engine, 1 Dana Corp.

COURSE: Metal Trades

OCCUPATION: Small Engine Repairman

NO. 6 (Continued)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
of the auto ... To know how to inspect and determine when brakes need replacing ... To be able to replace the brake shoe of an auto ... To understand differences between Drum Brakes and Disc Brakes ... To understand power brakes	systems and the function of these parts ... Disassemble and discuss functions of major parts of starter, generator, alternator, distributer ... Discuss electrical system as it pertains to accessories (lights, radio, air-conditioning, etc.) ... Trace the oil circulatory system in an engine-types of lubricants, method of venting crankcases and cooling oil ... To trace the power from the engine to thw wheels with engine model ... Remove and replace universal joints of drive shaft ... Trace the hydraulic system from the pedal to the tires ... To adjust drumbrake ... To replace drum brake shoes ... To replace disc brake pads	Solenoid Oil pumps from small engines and from auto engine Crankcase and dipstick PCV Valves Filters Filter wrenches Water pumps from auto engine Thermostats Hydrometer Drive shaft with universal joints Brake fluid Brake spoon Brake spring tool Diagonal pliers Tubing wrenches Single and double master cylinder Wheel cylinder	(intake and exhaust) Flexible diaphragm Pressure Proportions Float Muffler Tailpipe Solenoid Volts Amps Bendix drive Field coils Armature Magnetism Filter screen Dipstick Filters Pressure gauge Oil lines Friction Pressure relief valve Crankcase ventilation P.C.V. Thermostat Radiator Hoseclamp Clamp pliers Universal joint Flywheel Clutch Throwout bearing Thrust bearing Drive shaft Differential Torque convertor Bleed brakes Brake spoon Dual Cylinders Brake shoes Disc pads Calipers Hydraulic Booster MATH Ratios-gear to gear Torque-foot and pounds Liquid measure Decimals	FILM LOOPS Automobile Mechanic, Encyclopedia Britannica FILMS The Gas Turbine Engine BOCES Library General Motors Detroit, Mich. Victory Circles, Dana Corp. Performance Starts in The Garage, Dana Corp. Automotive Service Opportunities, Ford Motor Co. Auto Mechanic: It's For You, Modern Talking Pictures Each Day at Dawn, Modern Talking Pictures No Time to Waste, Modern Talking Pictures Series of Films on Racing and Auto Mechanics, Goodyear Tire and Rubber Co., Public Relations Film Library, Akron, Ohio 44316

Trade: Metal

I. JOB TITLE: Welder, Electric and Gas

II. JOB DUTIES:

Fabricate on the job such as buildings, tanks, bridges, fire escapes and other metal devices
Fabricate in a shop devices that are installed somewhere else
The worker must fuse the metal with a high degree of correctness since safety is always involved
Must cut and salvage steel parts by the gas and electric method
Must engage in a wide variety of maintenance work, repairs, etc.

III. WORKING CONDITIONS:

Works in production welding shop in the presence of heavy duty machinery where fumes and vapors are present (heavy, oily)
Works outside on high platforms and scaffolds
Could do light welding and brazing on a production line in a clean and neat factory

IV. JOB REQUIREMENTS:

Background in welding
Machine types and uses
Knowledge of metals and how the welding process takes place
A keen eye and a steady, skillful hand to perform the welding process
To have a knowledge of lifting and supporting heavy metal devices

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Must understand metals and how heat is conducted in metal
Must understand the basic principles of welding machines, AC, DC, oxacetylene, hallarc and electric spot welding
Must be able to do brazing, silver soldering, vertical, horizontal and other special welding such as stellite coating
Must understand heat treatment of steel

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: To be able to chart specifications and drawings
Instruction manuals
Math: Basic math
Verbal: Must be familiar with nomenclature of trade
Written: Must be able to complete job progress reports and time sheets

ADDITIONAL JOB INFORMATION:

1) Disadvantages: The physical strain of eye concentration and muscle movement is present
Exposure to fumes and high heat

2) Advantages: Work is common to all industries and mobility is great
Pay is good and future development makes it an ever expanding industry
Great savings made in manufacture and repair make jobs plentiful
The skill range is wide for training in a few weeks to several years

3) Training opportunities:

IX. EVALUATION: As determined by teachers

COURSE: [redacted] Trades

OCCUPATION: Welder (Electric and Gas)

NO. 7

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
... To understand reason and procedures for good safety in the welding shop a) Protective clothing b) Goggles and safety glasses c) Tank safety d) Electrical welding safety e) Eye safety Technical safety standards ... To understand metal behavior such as coefficient of heat, melting temperature and tensile strength ... To understand need for welders test requirements for production ... To become an entry level welder for steel sheet, plate, bar and pipe	... Practice safety procedures ... To design and make boy interest projects that require welded joints ... To repair metal parts of bicycles, motorbikes, engines ... Math: Emphasize work with problems to develop cognitime and deductive thinking ... Science: Principles of physics and heat treatments of metals ... English: Comprehension of new terminology, its spelling, usage ... Occupational: Brazer, solderer, welder	Oxyacetylene weld equipment All size tips and cutting torch Special wrenches Cart for tanks Electric welder 20 to 300 amps AC with all accessories Weld helmets for Electric and goggles for gas welding Wide assortment of welding rods-coated steel aluminum, brass, etc. Special Marquette welders rods	VOCABULARY Alternating current Arc Base metal Brittle, Brazing Butt joint Carburizing flame Closed circuit Coated electrode Corner joint Direct current Edge joint Electrode Filler rod Flux Fusion fusion weld Ignite Inert Lap joint Needle valve Neutral flame Nitrides Oxides Oxidizing flame Oxyacetylene weld Polarity Slag, Soldering Tack Tee joint Weld metal MATH Concentrated work in Practical Problems in Math to simulate actual situations and independent approaches to solutions	Metalwork Technology and Practices, Ludwig Metalwork Technology and Practices, Workbook, Ludwig Technical Metals, Johnson Technical Metals Workbook, Johnson Basic Mathematics Simplified, Delmar Practical Problems in Mathematics Occupational Outlook Handbook Occupational Dictionary FILMS Almost Everyone Does 14 Minutes BOCES Library Story of Arc Welding 24 Minutes Free Film The Oxyacetylene Flame, The Master of Metals Department of the Interior, Bureau of Mines Oxyacetylene Cutting, Yorktown Welding Co. TRANSPARENCIES Sets for Oxyacetylene and Arc Welding Sets for Procedure and Technique for Positioning Parts and Testing for Strength of Welds

COURSE: Metal Trades

OCCUPATION: Welder (Electric and Gas) Continued

NO. 7

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
				FILM LOOP Oxyacetylene Welder and Cutter, Encycolpedia Britannica Educational Corp. FIELD TRIPS Conny Welding Products White Plains, N.Y. Teacher Made Materials

Trade: Metal

I. JOB TITLE: Draftsman

II. JOB DUTIES:

Translate the ideas, rough sketches, specifications, and calculations of engineers, architects and designers into working plans which are used in making a product
May calculate the strength, reliability and cost of materials in their drawings and specifications
Describe exactly what materials that workers are to use on a particular job

III. WORKING CONDITIONS:

Usually works in a well-lighted and air conditioned room where he has large flat tables and many drawing instruments
Conditions are comfortable and pleasant

IV. JOB REQUIREMENTS:

Develop a sense of perfection and accuracy
Specifications and drawings must be precise and exact

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Must have a definite skill in the graphic presentation area
Must have completed at least 2 years practice in formal Mechanical Drawing instruction or be in a drawing apprentice program
Must have knowledge of orthographic projection, isometric drawing, machine drawing, architectural presentation and some topographical knowledge

VII. JOB PRACTICE:

Shop and laboratory experience
Some site work

VIII. ACADEMIC DEMANDS:

Reading: Must be at least 10th grade level
Be able to improve such skill in specific areas where special language and conventions are used
Math: Must have a good knowledge of basic math for measurement, angles, volumes, proportions, etc.
Verbal: To be able to communicate with fellow workers in field
Written: Must be able to use the language of drawing; symbols, arrows, abbreviations, etc.

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Electronics eliminating many jobs

2) Advantages:

3) Training opportunities:

IX. EVALUATION: As determined by teachers

COURSE: Metal Trades

OCCUPATION: Draftsman (Mechenical)

NO. 8

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To know the basic principles of graphic presentation Orthographic 3 Dimension views Isometric and Dimensioning ... To know the use of drafting tools ... To have the ability to sketch and produce a machine drawing with instructions as to how to follow for use ... To trace, reproduce and understand blueprints ... To know the symbolic language of drawing and blueprints; both abbreviations and lines	... Draw a simple machine drawing of a project and reproduce for use in the shop ... Produce a small machine or metal working project by use of the drawing and to follow dimensions and shape as specified ... Sketch ideas where no drawing exists and to produce a project from the sketch ... Copy professional blueprints to develop correct technique, accuracy and neatness ... Identify drafting accessories from pictorial worksheets and understand their uses	Drawing bench with drawing board on top One T-square Triangles 60, 30, 40 1 set drawing instruments a) Bow compass b) Dividers c) Trammel points French curves 6 side Scale Ruler Tape Paper Scissors Pencils	VOCABULARY Diameter Diagonal Design Cylinder Circle Semicircle Screw thread Tracing Tangent line Area Arc Trammel Divider Isometric Orthographic Dimension Traingle Compass Blueprint Scale Drafting T-Square Axis Ellipse Working drawing Radius Degree Visible line Hidden line Extension line Dimension line Horizontal Vertical Circumference Translucent Sketching Center Center line Arrow head View Symbol	Metalwork Technology and Practice. Ludwig Technical Metals, Johnson Practical Problems in Mathematics; Machine Trades Shop Made Easy, Frank Cattaneo FILMS The Game 28 minutes BOCES Library Language of Drawing 10 Minutes BOCES Library Shape Description Parts I and II 19 Minutes BOCES Library Size Description 13 Minutes BOCES Library Auxiliary Views, Parts I & II BOCES Library TRANSPARENCIES Othographic Views of objects Geometric Shapes, Angles and Lines FIELD TRIPS General Motors Assembly Plant Tarrytown, N.Y. Teacher Made Materials

COURSE: M[redacted]rades

OCCUPATION: Draftsman (Mechanical) (Continued)

NO. 8

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
			Bending line Cutting line Break line Chord Rectangle Pyramid Octagon Hexagon Cross section Intersecting lines Perpendicular Parallel Diagonal Angles-acute, obtuse, right Drafting symbols: ' - feet " - unches o - degrees + - plus/more - - minus/less ℄ - centerline D or dia. - diameter R or rad. - Radius RH - right hand LH - left hand Thds. - threads NC - National Course NF - National Fine - finish Csk - Counter sink CS - Carbon Steel HRS - hot rolled steel P - pitch CRS - cold rolled steel HSS - High speed steel MATH Addition, subtraction and multiplication of fractions and decimals	

Trade: Metal

I. JOB TITLE: Ironworker

II. JOB DUTIES:

Erect, assemble or install fabricated metal products primarily in industial, commercial and large residential buildings
Rig heavy construction machinery for moving
Carryout alteration operations such as installing steel stairs, etc.

III. WORKING CONDITIONS:

Nature of the work is such that much is done under hazardous conditions
Great weights, heights, large moving machinery, high temperatures and much adverse weather conditions

IV. JOB REQUIREMENTS:

Excellent physical ability and strength
Be able to withstand the most difficult conditions of weather, heat and air pollution

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILL AND KNOWLEDGE:

To know and understand how to form and shape ferrous metals and all alloys
To know basic welding (electric and gas)

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Not highly essential to this job
Reading thermometers and temperatures
Math: Basic math and measurement and some geometry
Verbal: No great demand for verbal skills
Written: Ability to write and understand
Fahrenheit and Centigrade temperature

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Working in all kinds of weather

2) Advantages: Outlook for employment is good

3) Training opportunities: Apprenticeship of 3 years

IX. EVALUATION: As determined by teachers

COURSE: M[illegible] Trades

OCCUPATION: Ironworker

NO. 9

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To understand the safety procedures to be practiced by the iron worker in industry a) hard hat b) foot protection c) Lifting procedure d) etc. ... To understand basic ferric metallurgy for detection and proper use of steel ... To be able to select stock, shape it and assemble for production work ... To be able to install fabricated steel products ... To understand how to repair and replace structural steel parts ... To understand temperature effects from heat treatment ... To understand temperature reading	... Use good safety procedures ... Produce projects (boy interest) such as mini bikes, wagons, tables, etc. where all the skills can be learned; such as cutting, drilling, welding, bending, brazing, shaping and heat treating ... To operate all machines to accomplish the above a) band saws b) power hack saw c) drill press d) arc and oxyacetylene welding equipment e) benders f) furnaces 1) forging 2) blast ... Use of worksheets for understanding of temperature changes, boiling point, freezing point, melting point and thermometers ... Write and study notes on types of steel and their percentage of carbon	Electric welder Oxyacetylene weld equipment Gas heating furnace for heat treatment Anvil and hammer Metal lathes Drill press DiAcro punch with all dies Power hack saw Power band saw with metal cutting blades Assorted grinders All hand metal-working tools as indicated in machinist area	Pig iron Ingot stripper Ladle Iron pourer Melter Furnace tender Skipman or stockhouse man Molten Blast furnace Ore Coke Slag Limestone Blowers Apprentice Metallurgy Iron Carbon Cupola Silicon Sulfur Cast iron Tempering Annealing Quenching Quenching solution Hardening Case hardening Heat treatment Hardening temperature Time-temperature cycle Full annealing Process annealing Magnetic point Flame Hardening Induction hardening Carburizing High carbon steel Medium carbon steel Low carbon steel High-speed steel	Metalwork Technology and Practice, Ludwig Technical Metals, Johnson Basic Mathematics Simplified, Delmar Metalwork Technology and Practice Workbook, Ludwig Elementary Metallurgy Arithmetic That We Need, Mooney (F.E. Richards Series) Chapter on Temperature FILMS How Steel is Made BOCES Library The Drama of Metal Forming BOCES Library Cast Iron; Biography of a Metal, Department of the Interior, Bureau of Mines The Lead Matrix Department of the Interior, Bureau of Mines TRANSPARENCIES Process of Making Iron and Steel FIELD TRIPS Marks Iron Works Teacher Made Material

COURSE: Metal Trades

OCCUPATION: Ironworker (Continued)

NO. 9

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
			Hot-rolled steel Cold rolled steel Alloy steel a) chromium b) tungsten	

AUTO TRADES

OCCUPATIONAL READINESS CENTER

COURSE: AUTO TRADES

UNITS:

First Quarter

Service Station Attendent
Lubrication Specialist
Pneumatic Tire Specialist
Auto Mechanic
Auto Body Repairman (Oxyacetalene Welder)

Second Quarter

Same as First Quarter

Third Quarter

Same as First Quarter

Fourth Quarter

Same as First Quarter

Trade: Auto

I. JOB TITLE: Service Station Attendant

II. JOB DUTIES:

Supply cars with gasoline, oil, water, and air
Change oil, lubricate vehicles, sell tires, batteries, light bulbs and other parts
Install windshield wipers, rear view mirrors, and spark plugs
Change and repair tires
May also wash automobiles
Repair flat tires, rotate tires, change snow tires
Pump gas
Clean windshields
Check water levels in batteries and radiators
Check oil in engines and automatic transmissions
Check tires for correct air pressure
Handle cash payments, prepare charge slips for credit card customers
Clean service station and rest rooms
Sets up displays and takes inventory
Provides emergency road service

III. WORKING CONDITIONS:

Works out of doors in all kinds of weather
Must move rapidly and does lifting and stooping
Spends much time on his feet
Frequently gets dirty
Possible injuries from sharp edges and burns from hot engines
Shift work with weekend duty
Noisy surroundings with gasoline and oil fumes present

IV. JOB REQUIREMENTS:

16 WITH WORK PERMIT
Have pleasant personality and poise and tact in dealing with customers
Have mechanical aptitude and ability
Ability to speak well and clearly
Be in good physical health
Have driver's license

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Some knowledge of tools, equipment and mechanics is helpful
Sales knowledge is an important factor
Knowledge of general custodial maintenance duties required
Move arms, hands and fingers easily to manipulate tools and parts
Use basic mathematics
Learn and apply procedures relating to sales and service work
Work to prescribed standards

VII. JOB PRACTICE:

Shop and lab experience

VIII. ACADEMIC DEMANDS:

Reading: Manuals, maps, credit cards, gas pumps, lubricant and oil charts

ACADEMIC DEMANDS (continued)

Math: Basic mathematical operations, compute tax, add up bills, calculate change, become familiar with liquid and linear measurement
Verbal: Must be able to communicate with a wide range of customers
Written: Must be able to fill out repair bills and charge forms

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Long shifts, working holidays, evenings, etc.
Noisy dirty working conditions with gas fumes, carbon monoxide fumes always present
Poor fringe benefits
May have to work weekends, holidays and rotating shifts
Work is dirty, oily and greasy
Work outdoors in all kinds of weather

2) Advantages: Steady work
Many advancement opportunities
Opportunity to meet and help people

3) Training opportunities: On the job Vocational Trade Schools
Oil company training programs

IX. EVALUATION: As determined by teachers

Grades

OCCUPATION: Service Station Attendant

NO. 1

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... Make students aware of shop safety hazards and safety procedures ... Identify the equipment used in a service station operation ... Understand the working and procedures of the shop ... Learn proper use of Lubrication Guide Charts ... Learn billing and sales slip procedures and use of credit card machine ... Learn how to lubricate auto and change oil ... Understand how to perfrom pump island services ... To understand Auto's cooling system ... Learn how to remove and replace Thermostat and radiator hoses ... Learn why and how to winterize auto cooling system ... Identify and understand use of hand tools ... To understnad battery operation ... Know wrench size progression 3/8" to 1"	... Demonstrate use of shop machinery, tools and equipment ... Read and review auto safety procedures and precautions ... Obtain safety vocabulary from teacher made hand outs ... Demonstrate use of Lube Guide Charts ... Use Lube Guide Charts to solve problems in shop and classroom ... Demonstrate and have students change oil filter ... Check oil, water, battery transmission, brake and power steering fluid ... Clean windshields and headlights ... Replace wiper blades and arm assemblies ... Check fan belts ... Display, discuss and use hand tools ... Discuss wrench sizes and types thoroughly ... Group discussion of cooling system ... Practice using charts-Anti-freeze concentrations ... Check cars for Anti-freeze levels and advise on adding anti-freeze when needed ... Demonstrate cooling system operations-radiators, thermostats and hoses ... Replacing gaskets on thermostat housing ... Trace the colling system of engines, both water cooled and air cooled ... Use of hydrometer with car radiator	Lift Grinder Tire machine Clean-o-matic Goggles Speedy dry Fire extinguisher Floor jacks Steam cleaner Impact wrench Hand tools Oil filter Oil filter wrench Air operated gun Hand gun Adapter Oil Water Transmission fluid Wiper cloths Air Lift Hydraulic jacks Batteries Electrolyte Hydrometer Thermometer Thermostats Battery hydrometer Radiator water pump	VOCABULARY Lift Drain container Extinguisher Oil filter wrench Drain plug Lubrication Grease fitting Grease gun Adapter SAE Anti-freeze Boiling point Open end wrench Box wrench Ratchet handle Breaker handle Socket Allen wrench Specific gravity Temperature Degrees Ethyleneglycol Hydrometer Thermostat MATH Basic math processes Liquid measure Fractions Money change sheets Service station transactions sales slips	Safety "Car-Chek" Guide Safety Sheet hand outs Service Station Management Automotive Service Tool Cards Car Service Service Station Record-Keeping, Noble, Fritz Know Your Motor Oil How to Sell Motor Oil Battery Service Manual It's Easy to be an Expert-Battery Man, That Is Understanding the Automobile Five Steps to Friendly Service, Mobil Oil Co. FILMS How Man Learned to Count Introduction to Fractions Basic Shop Safety Split Second to Disaster It Didn't Have to Happen Don't Push Your Luck, N.Y. State Board of Health Thermometers and How They Work Car is A Woman The Story of the Modern Storage Battery, Bureau of Interior Story of Gasoline, Bureau of Interior Service Station Refinery Processes Wild Cat It Never Rains Oil It Might Have Happened FILM STRIPS Basic Ship Safety

COURSE: Auto Trades

OCCUPATION: Service Station Attendant (Continued) NO 1

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	... Fill out sales slips ... Fill out credit card forms ... Discussion and explanation of automotive (storage) battery ... Charging a battery ... Practice temperature correcting and hydrometer reading ... Check cars for percentage of charge in battery ... Demonstrate use of battery charger and voltage tester			The Service Station Attendant, BOCES Library FILM LOOPS Safety, BOCES Gasoline Service Station Attendant, Encycolpedia Britannica CASSETTE TAPES Your Career as a Service Station Attendant, BOCES TRANSPARENCIES The Starting System, 3M co. Credit Card and Sales Slips, Teacher Made CHARTS Specific Gravity of Electrolyte Anti-freeze TEACHER MADE MATERIALS Computing Anti-freeze concentrations Using Auto Manuals to determine cooling system capacities Auto Trades General Safety Precautions Battery Problems to Correct Specific Gravity Readings for Temperature FIELD TRIPS Shell Station, Whitehall Corners, Somers, New York Curry Chevrolet, Rt. 202, Yorktown Credit Card Machine Cutaway [illegible] of 12 Volt Storage Ba[illegible]

Trade: Auto

I. JOB TITLE: Lubrication Specialist

II. JOB DUTIES:

Inject grease into springs, universal joints, steering knuckles, suspension elements
Check fluid levels of steering gear, engine, transmission, differential, radiator, power steering
Drains and replaces fluids in all the above
Replaces oil, air, and PCV filters
Sprays leaf springs with lubricant
Checks and refills battery cells

III. WORKING CONDITIONS:

May work indoors or outdoors in all weather
Must work rapidly and does considerable lifting and stooping
Spends time on his feet

IV. JOB REQUIREMENTS:

Have some mechanical aptitude and ability
Be able to follow lubrication charts

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Some knowledge of tools, equipment and mechanics is helpful
Knowledge of general custodial duties required

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Lubrication charts and manuals
Filter replacement charts
Math: Liquid measurement, addition, subtraction, linear measurement
Verbal: Must be able to communicate with supervisor
Written: Must be able to fill out repair bills and/or maintenance records

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Dirty greasy work in a carbon monoxide and gas fume environment

2) Advantages: Steady work

3) Training opportunities: On the job Vocational Schools

IX. EVALUATION: As determined by teachers

COURSE: Auto Trades

OCCUPATION: Lubrication Specialist

NO. 2

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... Familiarize students with how and why lubricants are used on springs, steering, transmission, differential, and wheel bearings ... To know the location of lift points ... To have students become aware of the different types of lubricants and where they are used (oil and grease) ... To become familiar with lubrication points ... To become aware of types of oil filters and pollution control devices such as P.C.V. filters	... Grease or oil various types of automobiles a) filters-air, oil, gas b) fittings c) greases d) Oils ... Remove and install oil filters	Greasing equipment Oil Pump Oil drain	VOCABULARY Lub Viscosity 10-20-30- Lithium Graphite Friction SAE Positive Crankcase Ventilation	Facts About Purolator Oil/ Gas Air Filters FILMS Texaco Inc. N.Y., N.Y. Shell Oil Co. Oil Frontiers of Friction Project Mohole-Phase 1 Case of the Slippery Oil, Dana Corp. FIELD TRIPS Local Service Station Curry Chevrol - Route 202, Yorktown Model-Cutaway of oil filter

Trade: Auto

I. JOB TITLE: Pneumatic Tire Specialist

II. JOB DUTIES:

Remove and replace wheels on all sizes and types of vehicles
Mount and dismount tires on rims
Repair tires
Sells tires and tubes
Collects cash
Writes credit slips
Uses charts

III. WORKING CONDITIONS:

Outside in all weather
Subject to injuries from tools
Grease, oil, and dirty work
Most of working hours are spent standing

IV. JOB REQUIREMENTS:

16 years old
Some mechanical ability
Drivers license
Have ability to lift

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Manipulate tools

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Must be able to read work orders and locate correct tire sizes in stockroom
Math: May have to add up bills, compute federal, state and local taxes
Verbal: Must be able to communicate with supervisor and/or customer
Written: May have to write up bills

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Weekend and holiday work
Dirty sometimes greasy work
Outdoors in bad weather
Subject to injuries from tools

2) Advantages: Steady work if employed by a high volume distributor

3) Training opportunities: On the job Vocational Schools

IX. EVALUATION: As determined by teachers

COURSE: Auto Trades

OCCUPATION: Pneumatic Tire Specialist NO. 3

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To learn how to remove wheels from cars, learn lug sizes and left and right tread ... Learn how to remove tires from wheels by use of tire machine ... Familiarize student with the repairing of tires and tubes ... Make students aware of different types of tread design, needs and cords ... Familiarize student with how to interpret tire wear	... Use tire machine ... Valve stem replacement ... Check air pressure in tires ... Demonstrate that tire wear points can indicate nature of problem ... Repair tires and tubes and tubless tires ... Show students different size tires and rims ... Demonstrate and have students use manufactureres' tire chart to find such things as load range, pressure, recommended tires for specific purposes, ply rating, etc. ... Show students how to determine different size tires and rims	Tire machine Lug wrench Valve core tool Pressure gauge Tubless tire repair kit Lift Impact wrench Tire chart	VOCABULARY Cauge Tread Depth Radial Cord Studded snow Polyester cord Polyglass Steel belted Lug wrench Ply	Goodyear and Firestone Tire Booklets Goodyear Auto Tires FILMS Firestone Tire and Rubber Co. Akron, Ohio Goodyear Tire, Akron, Ohio Test Drive For Safety Rubber from Oil, Bureau of Interior Rubber by Design, Shell Oil Co. FILMSTRIPS & TAPES Fixing A Flat Tire FIELD TRIPS Tire Dealer Baldwin Place

Trade: Auto

I. JOB TITLE: Auto Mechanic (Gasoline Engine Repairman including out board engines and lawnmower mechanics)

II. JOB DUTIES:

Service and repair fractional - horsepower gasoline engines
Examine and test engine to locate cause of malfunction
Disassemble engine and inspect and clean parts
Adjust, repair or replace parts
Assemble engine
Clean and adjust spark plugs, carburetor, magneto and other components
Start repaired engine and check performance
Change oil and lubricate moving parts of engine
Prepare shop repair record and customer's bill

III. WORKING CONDITIONS:

Work alone, or around others, in well-lighted and ventilated repair shop or plant
Travel to location of engine breakdown to make repairs under varying climate conditions
Be exposed to oil, grease and dirt from handling tools and materials
Be subject to minor cuts, shocks and strains

IV. JOB REQIUREMENTS:

Read, write and speak English
Be 18 years of age
Have some vocational or trade school education in the repair of gasoline engines
Have a driver's license
Complete employer's on-the-job training of 1 to 2 years
Be able to stand at work for long periods
Have adequate use of arms, legs, hands and fingers
Be able to bend, stoop, kneel, crouch and move around easily
Be able to lift and carry materials weighing up to 50 pounds
Have good vision and hearing (normal or corrected)
Be free of allergies to dust, dirt, oil, and grease

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Learn and apply scientific principles and technical knowledge easily
Use independent judgement in planning sequence of operations and in selecting proper tools and materials
Visualize arrangement and relationship of stationary and moving parts as represented in diagrams
Handle and manipulate tools and equipment skillfully
Understand the operation of 2 cycle, 4 cycle engines
Understand thoroughly the magneto ignition

VII. JOB PRACTICE:

Shop and laborstory practice

VIII. ACADEMIC DEMANDS:

Reading: Must be able to read and interpret engine manuals, service bulletins, etc.
Math: Must be able to add up bills, compute labor charges, compute sales tax, make precision measurements, and be familiar with liquid measure as well as gas/oil mixtures
Verbal: Must be able to communicate with customrers tactfully to determine repair work that must be done

JOB TITLE: Auto Mechanic (Gasoline Engine Repairman including out board engines and lawnmower mechanics) (cont.)

ACADEMIC DEMANDS: (continued)

Written: Must be able to write up repair bills, keep a log of work to be done, etc.
May have to take inventory, order parts, etc.

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Work tends to be seasonal

2) Advantages: Work is usually done indoors

3) Job Training: On the job Vocational Schools

IX. EVALUATION: As determined by teachers

Trade: Auto

I. JOB TITLE: Auto Mechanic

II. JOB DUTIES:

Performs preventive maintenance tasks
Troubleshoots malfunctioning automobiles
Repairs automobiles
Questions customer about the performance of the vehicle
Tests the operation of motor, transmission, steering gear, and brakes
Plans work, using charts, repair manuals and experience
Removes part of automobile to be repaired, using various hand and power tools
Conducts tests on engine, cooling system, carburetor, electrical system, and other parts using special testing instruments
Overhaul, repair or replace worn or faulty parts
Make necessary adjustments to parts
Test automobile to see that it has been restored to proper working order
Write up work record and costs
Fill out customer's bill

III. WORKING CONDITIONS:

Work both inside and outside under a variety of weather conditions
Work up to 6 days a week which may include nights, weekends and holidays
Work with greasy tools and parts in a noisy environment with the presence of gas and carbon monoxide fumes

IV. JOB REQUIREMENTS:

Have full use of arms, legs, hands and fingers
Be able to bend, stoop, crouch, kneel and move around easily
Be able to lift and carry materials weighing up to 75 pounds
Have good vision or corrected
Be free of allergies to dirt, dust, oil and grease
Speak, read and write English
Be 18 years of age
Complete 2 to 4 years of vocational education and employer's on-the-job training of one to two years; or complete an apprenticeship of 3 to 4 years
Have a driver's license

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Must have a good understanding of the operation of an automobile to facilitate troubleshooting
Must have good skill with the use of a wide variety of hand and machine tools as well as being able to make precision measurements

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Must be able to read service bulletins, lubrication charts, part substitution charts, maintenance manuals, flat rate manuals, etc.
Math: Must be able to add up repair bills, compute tax, bookkeeping (if self employed), subtract
Verbal: Must be able to communicate well with a wide variety of customers
Written: Must keep a log of repair work to be done, write up bills, keep records, take inventories

JOB TITLE: Auto Mechanic (continued)

ADDITIONAL JOB INFORMATION:

1) *Disadvantages: Irregular hours*
   Exposure to gas and exhaust fumes
   Work is dirty, greasy and can be hazardous

2) *Advantages: Opportunity for advancement in the trade or to own a business*

3) *Job Training: On the job Vocational Schools*
   Company sponsored training programs oriented to one manufacturer's automobiles
   Armed Forces Training program

IX. EVALUATION: As determined by teachers

COURSE: Auto Trades

OCCUPATION: Auto Mechanic

NO. 4

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT, SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To identify types of machinery and hazards involved ... To understand the working and procedures of the shop (orientation) ... To operate a safe shop ... To understand the principle of operation of the internal combustion engine (small engine repairman) ... To identify major parts of engine and be familiar with their function ... To understand the principles of the operation of the fuel and exhaust system ... To identify major parts of system and be familiar with their functions ... Become familiar with the principles of the operation of the automobile ignition and electrical system ... Identify major parts of system and be familiar with their functions ... Understand the operation and function of the crankcase lubrication system ... To know the operation of the cooling system of car engines and small engines ... To know the parts and their functions in the cooling of engines ... To understand how power is transmitted from the engine to transmission via clutch or automatic transmission through drive shaft, differential the axles and to the wheels ... To understand the workings of the complete braking system	... Planning-personal shop safety plan ... Operation-function of shop machinery, tools and equipment ... Analysis of job hazards ... Prevention-Precautionary measures and preventative procedures ... Demonstration of fire extinguisher a) Invite Fire Dept. to demonstrate importance ... Demonstrate engine operation with model engine (Small engine) ... Disassemble single cylinder engine and discuss major parts and their function ... Demonstrate and discuss operating engine ... Disassemble auto engine and discuss major parts and their functions ... Identify major parts of engine on teacher made ditto ... Read and Discuss chapter on "The Engine" in text Understanding the Auto ... Demonstrate manually the operation of fuel pump ... Disassemble fuel pump and carburetor and discuss major parts and their function ... Demonstrate and discuss fuel system in operation ... Identify major parts of fuel pump ... Read and discuss chapter "Fuel and Exhaust System" in Understanding the Auto ... Discuss primary and secondary systems ... Discuss major parts of both	Goggles a) Gas welding b) Arc-welding c) Grinding d) Chiseling Guards Coveralls Shopcoat Vents and Exhaust system Flammable liquid storage Machinery and hand tools that will be used Fire Demonstration model engine Small engines Mechanics hand tools Compression tester Auto engines (demonstration) Gear pullers Arbor press 3/8" socket set 1/2" socket set Open and box end wrenches Carburetor Fuel pump Gas filter Gas lines Manifold (exhaust) Muffler Pipe expander Clamps Air chisel Hacksaw Tubing cutter Flaming tool Starter Battery Generator Alternator Voltage regulator Coil Distributor Spark plugs	VOCABULARY Hazard Injury Statistic Compensation Inspection Prevention Regulation Equipment Machinery Precaution Safety Apron Dangerous Flammable Codes Two cycle Four cycle Strokes intake compression power exhaust Camshaft Crankshaft Piston Piston rings Cylinder Wrist pins Journal Bearings Rocker Arms Overhead valve Valve seats Connecting rods Compression test Flywheel Gasoline Carburetor Atomize Fuel pump Vacuum Manifold	Basic Auto Repair-1 Basic Body Repair-1 Booklet of Standard Safety Appeals Board Small Gasoline Engines Understanding the Auto Practical Problems in Mathematics; Auto Trades Automotive Chassis and Body Automotive Encyclopedia Car Service Service Check CASSETTE TAPES Your Future as an Auto Mechanic FIELD TRIPS Dino's Transmission Service Putnam Valley and Croton Falls General Motors School for Mechanics Tarrytown, New York Auto Show, New York Coliseum Teacher Made Materials Carburetor, fuel pump, etc. TRANSPARENCIES As prepared by teacher Charts Oil filter Anti-freeze Car Service Check Basic Automotive Ignition System Workmens Compensation Laws FILMSTRIPS The Rotary Engine, 1 Dana Corp.

COURSE: Auto Trades

OCCUPATION Auto Mechanic

NO. 4

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
of the auto ... To know how to inspect and determine when brakes need replacing ... To be able to replace the brake shoe of an auto ... To understand differences between Drum Brakes and Disc Brakes ... To understand power brakes	systems and the function of these parts ... Disassemble and discuss functions of major parts of starter, generator, alternator, distributer ... Discuss electrical system as it pertains to accessories (lights, radio, air-conditioning, etc.) ... Trace the oil circulatory system in an engine-types of lubricants, method of venting crankcases and cooling oil ... To trace the power from the engine to thw wheels with engine model ... Remove and replace universal joints of drive shaft ... Trace the hydraulic system from the pedal to the tires ... To adjust drumbrake ... To replace drum brake shoes ... To replace disc brake pads	Solenoid Oil pumps from small engines and from auto engine Crankcase and dipstick PCV Valves Filters Filter wrenches Water pumps from auto engine Thermostats Hydrometer Drive shaft with universal joints Brake fluid Brake spoon Brake spring tool Diagonal pliers Tubing wrenches Single and double master cylinder Wheel cylinder	(Intake and exhaust) Flexible diaphragm Pressure Proportions Float Muffler Tailpipe Solenoid Volts Amps Bendix drive Field coils Armature Magnetism Filter screen Dipstick Filters Pressure gauge Oil lines Friction Pressure relief valve Crankcase ventilation P.C.V. Thermostat Radiator Hoseclamp Clamp pliers Universal joint Flywheel Clutch Throwout bearing Thrust bearing Drive shaft Differential Torque converter Bleed brakes Brake spoon Dual Cylinders Brake shoes Disc pads Calipers Hydraulic Booster MATH Ratios-gear to gear Torque-foot and pounds Liquid measure Decimals	FILM LOOPS Automobile Mechanic, Encyclopedia Britannica FILMS The Gas Turbine Engine BOCES Library General Motors Detroit, Mich. Victory Circles, Dana Corp. Performance Starts in The Garage, Dana Corp. Automotive Service Opportunities, Ford Motor Co. Auto Mechanic: It's For You, Modern Talking Pictures Each Day at Dawn, Modern Talking Pictures No Time to Waste, Modern Talking Pictures Series of Films on Racing and Auto Mechanics, Goodyear Tire and Rubber Co., Public Relations Film Library, Akron, Ohio 44316

Trade: Auto

I. JOB TITLE: Auto Body Repairman

II. JOB DUTIES:

Repair and refinish damaged bodies and body parts of automobiles and light trucks
Examine vehicle to determine type and extent of damage to be repaired
Remove upholstery, accessories, equipment and trim
Remove and replace damaged fenders, panels and grills
Repair breaks in body metal
Remove dents with hammer and steel blocks
Fill in dents and fillable holes
Smooth repaired and filled-in areas with files
Refinish repaired surfaces by painting
Spray final coat of paint
May estimate cost of repairs

III. WORKING CONDITIONS:

Work with and around other workers
Work both inside and outside
Work up to 6 days a week
Work in dirty, dusty and noisy surroundings filled with fumes from welding, solvents and paints
Work must be done in cramped positions

IV. JOB REQUIREMENTS:

Be at least 18 years of age
Speak, read and write English
Complete 2-4 years of vocation education in mechanical work
Have a driver's license
Be able to drive both a manual and automatic shift vehicle
Be willing to purchase your own tools
Must have good vision
Mechanical aptitude

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

All phases of metalworking
Use fingers and hands rapidly and skillfully
Manipulate small and large tools and equipment
Distinguish colors for color-matching and painting

VII. JOB PRACTICE:

Shop and Laboratory experiences

VIII. ACADEMIC DEMANDS:

Reading: May have to read manuals for parts and/or job cost estimates as well as paint color selection and mixing
Math: May have to compute labor costs
Add repair bills, compute tax and make change
Verbal: Must be able to communicate with customers
Written: May have to write up work orders, keep a log of pending jobs, and fill out repair bills and estimates

ADDITIONAL JOB INFORMATION:

1) *Disadvantages: Work is dirty, dusty and noisy*
   Possibility of strains from heavy lifting, cuts and burns
   Few promotional opportunities

2) *Advantages: Work is usually done indoors*
   Opportunity to become self employed

3) *Job Training: On the job Vocational Schools*
   Industrial Training Programs

IX. EVALUATION: As determined by teachers

COURSE: Auto Trades

OCCUPATION: Auto Body Repairman

NO. 5

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To understand hazards involved in use of high air pressure (safety) ... To understand the skills necessary to become an auto body repairman ... To identify and classify auto body tools and equipment ... To know how to do minor body repairs ... To identify and know how to use cleaners, sandpapers, thinners, reducers, primers, paints, compound ... To know operation and identify the parts of the complete steering mechanism of the auto ... To know frame and suspension parts of system	... Mix plastic body filler ... Shape and sand body filler ... Mix primers ... Sand primers with proper sandpaper ... Bump out and fill small dents ... Spray primer and sand to prepare for finish ... Compound and clean painted surfaces ... Static wheel balancing ... Wheel alignment geometry ... Adjust steering ... Adjust toe in on front wheels ... Replacement of shock absorbers	Body hammers Body dollys Vixen files Picks Body jacks Grinders Sanders Spray gun Primers Sandpapers Laquers Enamels Wheel balancer Toe in gauge Socket wrenches Box and open end wrenches 3/8" and 1/2" drive socket sets Floor lift Impact hammer	VOCABULARY Dinging hammer Spoons Dolly blocks Disc sander Sanding block Pick Flange Grit Impact Ports power King pins Ball joint Tie rod ends Drag links Sector gear Pitman arm Toe-in or out Direct-acting shock Absorbed Vibration Bushings Oscillation Recoil MATH Liquid measure Square measure in inches and feet Force Addition and Subtraction of fractions	Auto Body Repair - 1 Vocational Division Curriculum Lab New Jersey Related Mathematics; Auto Body Vocational Division Curriculum Lab, New Jersey Automotive Refinish Manual Ditzler Repaint Manua Understanding the Auto Automobile Chassis and Body Steering Shock Absorber Dealer Supply Catalogs Monroe, Delco, etc. FILMS Ford Motor Co. Dearborn, Mich. General Motors Tarrytown, New York Paint People Who Fix Things Good Hand, Good Eye, Dupont PPG-Glass for the Seventies, Modern Talking Pictures CASSETTE TAPES Your Future as an Auto Body Repairman FILM LOOPS Automotive Body Repairman Encyclopedia Britannica FIELD TRIPS General Motors Plant Tech Center Class

Trade: Auto

I. JOB TITLE: Auto Body Repairman (Oxyacetylene Welder)

II. JOB DUTIES:

Welds metal parts together according to the blueprints or work orders
May perform related tasks such as flame cutting and grinding
May repair broken or cracked metal parts
Selects and uses oxyacetylene, arc or TIC welding process depending on the job and material being welded
Positions work in jigs, fixtures or clamps
May also do brazing, silver soldering, heat treating, bending as well as repair machinery

III. WORKING CONDITIONS:

Work may be performed inside or outside
Welder may be exposed to fumes

IV. JOB REQUIREMENTS:

Steady hand and good eye-hand coordination
Must be a very careful worker
May be required to pass a qualifying examination

V. JOB CONDITIONS:

Determined by field trips,guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Must be able to plan work
Move hands and fingers rapidly and accurately
Work within prescribed standards and specifications
Measure accurately
Be able to visualize objects from drawings

VII. JOB PRACTICE:

Shop and laboratory experiences

VIII. ACADEMIC DEMANDS:

Reading: Welding manuals, trade journals, blueprint reading, welding charts
Math: Must be familiar with measurement
Verbal: Must be able to communicate with supervisor and fellow workers
Written:

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Outside work is seasonal and requires careful budgeting of income
Welder is always subject to severe burns from hot metal or torch flame

2) Advantages: Employment opportunities are available in virtually every field
Opportunity for advancement

3) Job Training: On the job Apprentice programs in industry
Armed Forces training programs
Vocational Schools

IX. EVALUATION: As determined by teachers

COURSE: Auto Trades

OCCUPATION: Auto Body Repairman (Oxyacetalene Welder)

NO. 5 (Cont.)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To develop an understanding of the working of the oxyacetalene torch in a safe manner ... To know how to properly light and use a welding torch ... To learn how to cut metal with an oxyacetalene torch ... To become familiar with the welding process with an oxyacetalene torch	... Set up, turn on and use properly the oxyacetalene torch ... Weld together sections of 1/8" ferrous metal ... Braze sections of 1/8" ferrous metal ... Cut up metal with an oxyacetalene torch	A complete welding set Welding rods Brazing rods Spark lighters Gloves Welding bench Metal for welding Metal for cutting	3/32 rod 1/8 rod Brazing flux Brazing rod Welding tip Welding rod Penetration Oxygen Acetylene Ferrous Non-ferrous Quench Preheat Spark lighter Crack cylinder valves Blow thru Carborizing Carbonizing Neutral flame Fusion Tacking Butt weld Lap weld	Auto Body Repair, N.J. State Education Department Opportunities in Welding, American Welding Society FILMS Trade films-American Welding Soc. 345 E. 47th Street N.Y., N.Y. 10017 Oxyacetalene Flame-Master of Metals, U.S. Bureau of Mines FIELD TRIPS Westchester Iron Works County Welding Supply, Croton Falls, N.Y.

BUILDING TRADES

(Carpentry/Masonry)

OCCUPATIONAL READINESS CENTER

COURSE: BUILDING TRADES

UNITS:

First Quarter:

Masonry and Bricklaying
Bricklayer)Mason's Apprentice)
Concrete Finisher (Mason's Apprentice)
Carpentry
Carpenter
Roofer
Resilient Tile Mechanic
Insulation Mechanic
Dry Wall Applicator
Taper
Painter Apprentice

Second Quarter:

Same as above.

Third Quarter:

Same as above.

Fourth Quarter:

Same as above.

Trade: Building Trades

I. JOB TITLES: Bricklayer/Mason's Apprentice
Concrete finisher/Mason's Apprentice

II. JOB DUTIES:

Lay out work by measuring distances from reference points and marking guidelines on working surfaces
Measure and mix quantities of sand, gravel,
Portland cement to form concrete
Spread a soft bed (layer) of mortar that serves as a base and binder for the bricks, using a trowel
Apply mortar to brick ends and position brick in mortar bed
Tap bricks with trowel to level, line, and embed them in mortar allowing specified thickness of joint
Remove excess mortar from face of brick, using trowel
Finish mortar between bricks with pointing tool or trowel
Break bricks to fit spaces too small for whole brick, using edge of trowel or brick hammer
Determine vertical and horizontal alignment of courses (rows), using plumb bob, gaugeline (tightly stretched cord) and level guide
Fasten brick or terra cotta veneer to face of structures with tie wires embedded in mortar between bricks, or in anchor holes in veneer brick.
Construct forms for footings.
Stack and store brick and block safely
Store and pile cement in weather tight piles

III. WORKING CONDITIONS:

Work with and around others, indoors and outdoors
Be exposed to all kinds of weather
Be subject to cuts and bruises from tools and materials
Be subject to possibility of falls from ladders and high places
Be required to travel to various job locations

IV. JOB REQUIREMENTS:

Be able to stand for long periods of time
Be able to bend, stoop, crouch, kneel, and crawl
Be able to lift and carry up to 95 pounds
Have good vision and hearing (normal or corrected)
Be able to climb ladders and walk on scaffolds

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Move fingers and hands rapidly and accurately
Work to prescribed standards (mixes)
Visualize forms and shapes from blueprints and sketches
Perform arithmetic computations accurately
Plan work and make decisions

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Be able to read instructions
Beginner blueprint and bills for materials, trade journals
Math: Be proficient in arithmetic computations such as fractions, decimals, how to measure and square materials, elementary surveying
Verbal: Be able to communicate with co-workers, supervisors, and or customers
Written: Be able to draw and label simple plans and sketches, write up job cost estimates

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Work is frequently curtailed in bad weather
Hazard of injuries from falls, and bruises from handling materials

2) Advantages: Good opportunity for advancement
Good pay and fringe benefits for union members

3) *Training opportunities: Vocational Schools*
Apprentice Program in industry

IX. EVALUATION: As determined by teacher

COURSE: Building Trades I

OCCUPATION: Bricklayer (Mason's Apprentice)

NO. 1

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To identify masonry tools and their proper use ... To identify types of brick, block and related masonry materials ... to develop an understanding of how to mix cement mortar (proportions, mixing) ... To develop the ability to bed and apply mortar to brick ... To continue to develop the ability to lay brick to a line and to construct corners, plumb, straight, and square	... Construct square corners using layout ratio 3:4:5 ... Construct corners of brick and block in shop area ... Construct walls between two corners with emphasis on spacing to a line, joints and safety ... Construct actual foundation using 8" concrete block for exterior walls and columns (small house) ... Apply brick veneer to front of existing foundation ... Show and discuss different types of brick and block ... Show measuring tools and discuss uses ... Find amounts to mix ratios of 1:2:4, 1:3:5, 1:3:6 ... Find amounts of sand, cement, and gravel ... Measure linear, square and cubic as it relates to forms and mix	Mason trowel Mason's hammer Mason's ruler Mason's line Plaster trowel Level Jointer Hawk Float-wood Float-rubber Hoe Mixing box Shovel (Flat) Water barrel Straight edge Edger Liner sand Lime Portland cement Mortar cement Water Stone-aggregate	VOCABULARY Butter Bed Strike Run Mud Bond Binders Joint Face Mortar Clay Shale Lap Line Temper MATH Whole numbers Fractions Linear measure Area Perimeter	Concrete Form Construction Concrete Technology Blueprint Reading and Sketching, All by Delmar Bricklaying I & II Workbook Mathematics for Masonry Trade Workbook Mathematics for Carpentry Workbook, All by Delmar FILMS U.S. Navy Department Safety Films Teacher Made Worksheet

COURSE: Building Trades 1

OCCUPATION: Concrete Finisher (Mason's Apprentice)

NO. 2

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To understand reasons for practicing good safety as a concrete finisher ... To understand principles, methods and reasons for using reinforcing rods and/or mesh in concrete pads ... To identify materials and be able to understand how to mix cement in correct proportions ... To understand how to pour cement into a form and establish levels of finish ... To understand how to finish cement pad ... To understand reasons for and methods of sectioning off pad and finishing edges	... Construct footing forms ... Layout pad in equal squares. Line with liner and edger ... Establish levels for footings in forms ... Layout and tie reinforcing rods in shop and on project pad ... Mix concrete in a concrete mixer using correct proportions of sand, gravel, Portland cement, and water ... Even off cement with float and finish with cement finishing trowel	Cement finishing Trowel Float Kneeling pads Metal liner Metal Edger Straight edge Wheel barrow Shovel Rake Concrete mixer Portland cement Bolt cutter Marking crayon 6' Folding ruler Side cutting plier Size 14 wire	VOCABULARY Concrete Form Frost line Excavation Cavities Fill Shoe Stud Walers Spreaders Brace Stakes Facing Screened Portland cement Drum Pate Chute Floated Batch Hopper Setup Puddle MATH Whole numbers Fractions Linear Measure Weight measure Area Perimeter	Home and Building Maintenance, McKnight & McKnight Concrete Form Construction, Delmar Masonry Trade Mathematics Workbook, Delmar FILMS Safety A Chance to Build Hidden Strength PAMPHLETS Atlas Portland Cement FIELD TRIPS Cement Plant Hudson, N.Y. Montrose Concrete Block Teacher Made Transparencies

Trade: Building Trades

I. JOB TITLE: Carpenter and Carpenter's Apprentice

II. JOB DUTIES:

Read blueprints and sketches to obtain information as to type of material required and dimensions of structure or fixture to be made
Select specified type of lumber or other materials
Mark cutting and assembly lines on materials
Shape materials to prescribed measurements using saws, chisels and planes
Fasten shaped and assembled materials with nails, dowel pins, or glue
Verify trueness of structure
Erect framework for structure and lay sub-flooring
Build stairs
Install partitions and cabinets
Lay hardwood, parquet and woodstrip block floors
Apply shock-absorbing, sound deadening, and decorative paneling to ceiling and walls
Fit and install prefabricated window frames, doors, doorframes, interior and exterior trim, and finish hardware
Construct concrete forms and pouring chutes
Erect scaffolding and ladders

III. WORKING CONDITIONS:

Work inside and outside under a variety of climatic conditions
Work with and around others or alone
Be exposed to dust and dirt from work site
Possibly work in high places on ladders and scaffolds
Be subject to possibility of cuts from tools and sharp materials

IV. JOB REQUIREMENTS:

Be able to stand for long periods of time
Have full use of arms, legs, hands and fingers
Be able to bend, stoop, kneel, crouch and move around easily
Be able to lift and carry materials weighing up to 75 pounds
Be able to climb ladders and work in high places
Be able to tolerate noise and dust
Be able to distinguish colors
Have good vision and hearing (normal or corrected)

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Use of hand and power woodworking tools
Ability to measure quickly and accurately

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Be able to read instructions
Beginner blueprint reading
Read bills for materials

Math: Be proficient in arithmetic computations such as fractions, decimals, and how to square materials
Some knowledge of trigonometry is helpful

Verbal: Be able to communicate with co-workers, supervisors and customers

Written: Be able to draw and label simple plans

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Weather conditions may hamper work or reduce work hours
Work is often on a short-term basis
Must provide own transportation to frequently changed work site

2) *Advantages: Employment opportunities and pay are good*
Opportunities for advancement are excellent

3) *Training opportunities: Vocational Schools*
Apprentice programs in industry

IX. EVALUATION: As determined by teachers

COURSE: Building Trades 1

OCCUPATION: Carpenter and Carpenter's Apprentice

NO. 3

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH VOCABULARY	TEXT, WORKBOOKS OTHER MATERIALS
... To understand reasons for practicing good safety ... To become qualified in the use of power tools and hand tools used in a shop ... To identify and know uses of materials commonly used in wall framing ... To identify and know uses of materials commonly used in floor framing ... To identify and know uses of materials commonly used in roof framing ... To identify and know use of materials commonly used in exterior side wall finishing ... To understand the application of all aspects of house construction	Discuss safety as it pertains to carpentry a) Clothes b) Hard hat c) Shoes d) Goggles e) Loose clothes f) Tools (Power and hand) Observe safety films ... Construct mock-up of exterior partitions in shop to include Studs Sheathing Fire stops Top and bottom plates Layout and construct girders and floor platform (bridging, sill, lally column, box frame) ... Construct mock-up of roof including ridge, roof rafters, sheathing, gable studs, soffit, facia ... Install on mock-up asbestos shingles, cedar, clapboard, plywood ... Apply knowledge in sequential steps in the construction of a house ... Study and know different types of building materials and their uses in construction ... Familiarize students with specific trade (construction) vocabulary ... Practice in the use of various types of measurement and measuring tools as it relate to the construction field to include measuring and squaring planes	2x6 2x8 4x8x1/2 plywood 6 d common nails 8 d common nails 16 d common nails Asbestos shingles Cedar shingles Clapboard shingles Texture shingles	Top plate Sole plate Sheathing Studs Rafters Ridge Bridging Girder Header Lally column Gable end Soffit Facia Studs Ridge Jack Rafters Jack Studs Hips Valley Rake Birds mouth Tail (rafter) MATH Square measure Perimeter Board measure Cubic measure Linear measure Fractions Addition, subtraction, division, multiplication	Portable Power Tools Hand Woodworking Tools Framing, Sheathing and Insulation, All Delmar Modern Carpentry, Goodheart & Wilcox Pub. Practical Problems in Mathematics Workbook Blueprint Reading and Sketching Workbook Interior and Exterior Trim Workbook, All Delmar Bench Woodworking Woodworking Technology, McKnighe & McKnight Measure Up, Ferron Pub. PAMPHLETS LLoyd Lumber Co., Inc. School Shop Plywood Series FILMS Safety Films Area dn Perimeter Hand Saws Measuring & Squaring Planes Hand Tools Georgia Pacific Film Series FIELD TRIPS Sawmill Danbury, Conn. Gypsom Wallboard Plant Buchanan, N.Y. Kitchen Cabinet Factory Middletown, N.Y. Local Building Site Kelly Saw Mill Dover Plains, N.Y.

Trade: Building Trades

I. JOB TITLE: Roofer

II. JOB DUTIES:

Cuts roofing paper to size and aligns material with edge of roof
Fastens shingles or sheets to roof with nails or cement
Punches holes in slate, tile, wooden shingles with punch and hammer
Cuts and installs flashing at all angles formed by chimneys, walls, vents, and intersecting roof surfaces
Installs tar paper, liquid tar and gravel

III. WORKING CONDITIONS:

Works outside under a variety of climatic conditions
May work at extreme heights on ladders and scaffolds

IV. JOB REQUIREMENTS:

Good physical condition and good sense of balance
Apprenticeship Program - 3 years

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Measurement, good physical balance and endurance
No vertigo
Basic mathematical computation of areas, ratios, etc.

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Read instruction sheets, blueprints
Math: Calculate surface areas, compute quantities of material required, measure with steel tape or ruler
Verbal: Be able to communicate with co-workers and supervisor
Written: May be required to draw and label simple sketches
Prepare estimates

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Work may be hampered by weather
Possibility of serious injury due to falls

2) Advantages: Pride of accomplishment since it is finishing work
Satisfying to those who enjoy exercise

3) Training opportunities: On the Job Apprenticeship Program
Vocational Schools

IX. EVALUATION: As determined by teachers

COURSE: Building Trades 1

OCCUPATION: Roofer

NO. 4

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To understand reasons for practicing good safety in roofing trade ... To identify and know use of materials and tools commonly used in roofing ... To understand the application of shingles on house roof	Discuss safety as it pertains to roofing Climbing ladders Picking up heavy bundles Storage of materials on roofs Proper shoes Discarding materials ... Safety film strips ... Scaffold Guard ... Properly install on mock-up Felt paper Strip shingles Nailing ... Construct scaffolds and install roof shingles on house project ... Familiarize students with roofing materials, tools, and vocabulary ... Practice measuring requirements for roofing, gutters and leaders ... Estimate materials and costs ... Compute area and quantities ... Practice accourate measurement	Claw hammers Utility knife Staple gun Staple hammer Tin snips Chalk line Ruler	VOCABULARY Alternate Flat roof Pitched roof Slope Roof deck Bitumen Membrane Gutters Vertical Horizontal Adhesives Felt Slag MATH Linear measure Square measure Fractions Whole numbers Percentage Perimeter Weight measure	World of Construction, McKnight Modern Carpentry, Goodhart & Wilcox Roof Framing, Delmar Mathematics Carpentry Trade Workbook Delmar Measure Up, Ferron FILMSTRIPS Tom Fairly BOCES Library

Trade: Building Trades

I. JOB TITLE: Resilient Tile Mechanic

II. JOB DUTIES:

Install, replace and repair resilient tile, linoleum and vinyl sheet goods
Plan work from sketch or plans
Calculate quantities from plans
Order materials
Layout jobs according to schedule

III. WORKING CONDITIONS:

Indoors, dry and warm
Often works alone
Travels from job location to job location
Must provide own tools
Provide own transportation
Work daytime hours normally

IV. JOB REQUIREMENTS:

Be able to lift boxes and cans weighing up to 50 pounds
Be able to handle and manipulate tools (hand)
Be able to kneel for long periods of time
Be able to bend, stoop, crouch

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Measure and mark off floor in accordance with floor covering plan
Make simple sketches
Cut and fit materials
Proper adhesives used for each type material
Proper preparation of floor surfaces

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Read blueprint, instructions, bills for material (shipping invoices)
Math: Calculate quantities for square feet, yards, etc.
Calculate quantities for quarts, gallons, etc.
Verbal: Follow verbal instructions and communicate with customer and/or supervisor
Written: Keep job sheets, time sheets, etc.

ADDITIONAL JOB INFORMATION:

1) Disadvantages:

2) Advantages: Installers may shift from new construction to replacement jobs for winter season

3) Training opportunities: On the Job Vocational Schools

IX. EVALUATION: As determined by teachers

COURSE: Building Trades

OCCUPATION: Resilient Tile Mechanic

NO. 5

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To understand reasons for practicing good safety in resilient floor installation ... To identify and know use of materials, adhesives and tools used in resilient tiling	... Discuss safety pertaining to flooring Knives Lifting boxes and cans Lifting rolls of linoleum ... Properly install resilient tile on mock-up and any permanent installations that become available ... Familiarize students with blue prints, instructions, bill of materials, etc. ... Calculate quantities for square feet, yards, quarts, and gallons ... Familiarize students with roofers' "Job Sheet"	Chalk line Ruler Razor knife (retractable) Square Knotched trowel Scratch awl Snips Roller 9" and 12" tile a) Vinyl asbestos b) Asphalt c) Rubber White adhesive Asphalt base adhesive	VOCABUARLY Scribe Spread Resilient Cement MATH Whole numbers Fractions Square measure Linear measure Perimeter	Home and Building Maintenance, McKnight & McKnight Construction, McKnight & McKnight Carpentry Mathematics Workbook, Delmar Measure Up, Ferron FILMS A Chance to build Safety

Trade: Building Trades

I. JOB TITLE: Insulation Mechanic

II. JOB DUTIES:

Fasten sheets, batt, blanket and similar types of building insulation to walls, floors, ceilings and partitions with staples or nails
Cut insulation to size and shape with handtools or portable power tools
Fit insulation around obstructions such as pipes or wiring
May wrap insulating material around air-conditioning ducts

III. WORKING CONDITIONS:

Work is performed indoors
Often works alone

IV. JOB REQUIREMENTS:

Physical endurance and tolerance of repetitive tasks

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Use of hand tools

VII. JOB PRACTICE:

Lab and shop practice

VIII. ACADEMIC DEMANDS:

Reading: Helpful to be able to read blueprints, lists of materials, insulation instructions
Math: May be required to calculate areas to size a job
Verbal: Must be able to follow supervisor's instructions
Written: May be required to prepare cost estimates

ADDITIONAL JOB INFORMATION:

Disadvantages: Seasonal work

IX. EVALUATION: As determined by teachers

COURSE: Building Trades 2.

OCCUPATION: Insulation Mechanic NO. 6

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To be able to install and secure insulating materials in structure framing, on air ducts and piping ... To be able to work from ladders and scaffolds having both hands free for work ... To be able to safely handle ladders, scaffolds, and tools of the trade. ... To maintain tools and equipment in workman-like condition ... To be able to identify most common types of insulation materials	... Installation of batt and roll-type "Rock-wool" insulation in walls and ceilings of frame structures, using hammer and nails, stapling machines and staple hammer ... Cutting material with knives and snips to length, also cutting out for pipes and electrical fixtures ... Installation of roll-type insulation of metal ducts, using adhesives and wire to secure material. Cutting material to fit with knives and snips ... Applying insulation material to pipes, using bands, clips, and joint cement	Hammers Staples Nails Staplers a) Guns b) Hammer Knives Snips-Scissors Wire-cutting plier Tie-wire Trowels Asbestos cement Rulers Measuring tapes Ladders Horses-planks Rolling scaffold	Bath Roll Rock-wool Asbestos Aluminum foil Vapor barrier Blanket Foam Granules MATH Weight measure Linear measure Square measure Fraction Whole numbers Estimating	World of Construction Home and Building Maintenance, McKnight Modern Carpentry, Goodheart & Willcox Framing, Sheathing and Insulation, Wkbk., Delmar Measure Up, Ferron FILMS U.S. Navy Department

Trade: Building Trades

I. JOB TITLE: Dry Wall Applicator

II. JOB DUTIES:

Applies plasterboard or other wallboard to ceiling and interior walls of building
Cuts and fits wallboard to studding and joints using hand tools
Scribes measurements in wallboard using hawk-bill knife and hammer
Trims edges to obtain even joint
Workers perform as a team when installing ceilings

III. WORKING CONDITIONS:

Work is performed indoors

IV. JOB REQUIREMENTS:

Be able to lift sheets of wallboard
Good physical endurance

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Measurement layout and use of hand tools

VII. JOB PRACTICE:

Lab and shop practice

VIII. ACADEMIC DEMANDS:

Reading: Blueprints and work orders
Math: May be required to calculate surface areas to order materials, compute labor time and cost for estimates
Must be able to measure
Verbal: Must communicate with supervisor and/or with customers
Written: May be required to write up job cost estimate for labor and material

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Work is seasonal

2) Advantages: Work is indoors

3) Job Training: On the Job Vocational Schools

IX. EVALUATION: As determined by teachers

COURSE: Building Trades 2

OCCUPATION: Dry Wall Applicator

NO. 7

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To be able to erect and secure gypsum wallboard panels on interior walls, partitions, and ceilings ... To be able to measure, cut and apply panels to wood studs and rafters ... To be able to handle bulky panels safely and to work safely with sharp cutting tools ... To be able to adjust, repair, and maintain tools	... Measuring, laying-out, and cutting 4'x8' panels to fit areas of walls and ceilings using 4' T-square and wallboard knife ... Laying out and cutting holes for plumbing and electrical outlets using ruler, knife, and keyhole saw ... Working in teams to erect ceiling panels, using T supports while nailing ... Setting nail heads below surface to receive spackling	4' T-square Ruler Chalk-line Nailing hammer Nails Keyhole saw Marking pencils Plasterboard knife with replacement blades Wooden T support Benches or horses and planks	VOCABULARY Face Back Score Tack Flush Indent Board knife Outlet MATH Area measure Square measure Weight measure Whole numbers Linear Measure	World of Construction Home and Building Maintenance, McKnight Modern Carpentry Goodhart & Willcox Framing, Sheathing and Insulation Workbook, Delmar FILMS Georgia Pacific Series

Trade: Building Trades

I. JOB TITLE: Taper

II. JOB DUTIES:

Seals joints between plasterboard to prepare surface for painting or wallpapering
May mix joint compound by hand or with portable mixer
Spreads compound over joint, presses tape and covers tape with compound
May float cementing material over entire surface
Spreads compound over nail depressions
May fill cracks and holes in walls and ceilings

III. WORKING CONDITIONS:

Work is messy and performed indoors
May work alone

IV. JOB REQUIREMENTS:

Physical stamina
Ability to maintain balance on stilts while working overhead

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Use of trowels, ability to balance on stilts

VII. JOB PRACTICE:

Lab or shop practice

VIII. ACADEMIC DEMANDS:

Reading: Must be able to navigate self to job site by reading signs, maps, etc.
Math: May have to estimate quantity of tape and joint compound required for a job
Verbal: Must be able to communicate with supervisor
Written: May have to prepare time sheets, job estimates

ADDITIONAL JOB INFORMATION:

1) Disadvantages: New construction is a seasonal occupation
Work is somewhat messy

2) Advantages: High rate of pay

3) Job Training: On the job Vocational Schools

IX. EVALUATION: As determined by teachers

COURSE: Building Trades 2

OCCUPATION: Taper

NO. 8

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To be able to make a finished surface of gypsum board partitions and ceilings by the use of paper tape and taping cement ...To be able to work and use hand tools efficiently while standing on scaffold planks or wearing metal stilts ... To be able to identify tools and materials used in dry-wall taping	... Installation of joint compound or taping cement on nailhead depressions, board joints and corners of walls and ceilings ... Application of tape to the cement in joints. Smoothing of additional cement coast over tape and final sanding ... Installation of corner bead on exterior corner, smoothing cement and final sanding ... Adjusting and fitting metal stilts ... Performing all of the foregoing on ceilings while using stilts	Hawk Plasterer's trowel Pointing trowel Nail hammer Wide blade taping knife Sandpaper Sanding block Electric sanderoscillating type Horses and planks Stilts	VOCABULARY 1st coat, 2nd coat, etc. Feathering Plumb Square "Popping" of nails Drying time MATH Estimating amounts of compound needed for a given area in gallons Whole numbers Linear measure	World of Construction Home and Building Maintenance, McKnight Framing-Sheathing and Insulation Workbook, Delmar Carpentry Math, Delmar FILMS Georgia Pacific Series

Trade: Building Trades

I. JOB TITLE: Painter's Helper and Painter's Apprentice

II. JOB DUTIES:

Smooths surfaces, using sandpaper, steelwool
Removes old paint from surfaces using paint remover, scraper, wire brush, blowtorch
Fills nail holes, cracks and joints
May mix paint
Paints surfaces with brush, spray gun or roller
May create special effects by applying paint with cloth, brush, sponge, or fingers
Stains interior or exterior surfaces of new homes
May finish floors in older homes

III. WORKING CONDITIONS:

Work may be done indoors or outdoors in a variety of weather conditions

IV. JOB REQUIREMENTS:

Must be able to work from scaffolds or high ladders for some work assignments

V. JOB CONDITIONS:

Field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Use of hand tools, measurement of area and calculation of materials and labor costs necessary for advancement

VII. JOB PRACTICE:

Lab or shop practice

VIII. ACADEMIC DEMANDS:

Reading: Must be able to read instructions for preparing paints and mixing colors, trade journals, and work orders
Math: May be required to compute surface area and calculate materials required to do a job
Verbal: Must be able to communicate with supervisor and/or customer
Written: May be required to write job instructions, job estimates, time sheets, etc.

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Painting in the construction trades or outdoor work is seasonal and hampered by weather conditions

2) Advantages: Opportunity for self-employment is good providing one has the necessary academic skills

3) Job Training: On the job Vocational Schools

IX. EVALUATION: As determined by teachers

COUR[redacted] Building Trades 2

OCCUPATION: Painter's Apprentice

NO. 9

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To be able to prepare surfaces for painting and other types of finishes ... To be able to identify, select and handle safely the tools of the painting trade ... To be able to clean and maintain tools ... To know the characteristics of paint, oil and water based, varnishes, stains, shellac, laquers, and the appropriate solvents for each ... To be able to apply finishes on new and old surfaces, Wood, metal, and masonry ... To be able to safely handle, erect and adjust ladders and scaffolds	... Scraping, sanding, filling holes and nicks in old surfaces, using hand scrapers and sandpaper, emery cloth and sanding machines. Smoothing and applying primer coats to new surfaces ... Lectures, films and student practice in selecting brushes for different materials, rollers, stipplers, and spray devices ... Lectures, films and demonstrations. Student cleaning of tools with proper solvents, conditioning brushes ... Application of paints, enamel, varnishes, stains, etc. to floors, walls, ceilings and to furniture and fixtures using brushes, rollers and spray devices ... Erection of "A" ladders, extension ladders, pole scaffolds, patent scaffolds, horses and planks	Brushes Nylon Bristle Sash Trim Scrapers Sand Paper Oscillating sander Belt Sander Disc Sander Pressure Spray Cans Electric Sprayers Dropcloths Mixing paddles Color charts Scaffolds Ladders Planks Horses Masking tape Steel wool Paint-oil or latex Enamel Shellac Varnish and stain Lacquers Linseed oil Turpentine and thinners Paint rollers and pans Estension handles Putty Plasticwood Pigments-oil and powder Sizing Spackling	VOCABULARY Primer Sizing Spackle Cutting-in Trimming Sash tool Covering-hiding Blistering Peeling Checking Alligaturing Pressure Nozzle Orifice Spray pattern Masking Flat Gloss Semi-gloss Texture Thinning Abrasive Absorb Alcohol Resisting Alkyd Oxide Finish Primer Benzene Caulking Compound Coating MATH Whole numbers Addition Subtraction Multiplication Division Percentage Linear measure Square measure	Painting and Decorating McGraw-Hill Home and Building Maintenance, McKnight Painting and Decorating Goodheart & Willcox FILMS U.S. Navy Department Teacher Made Materials

BUILDING TRADES

(Electrical/Plumbing)

OCCUPATIONAL READINESS CENTER

COURSE: BUILDING TRADES

UNITS:

First Quarter:

Plumber's Apprentice
Plumber's Helper

Electrician's Apprentice
Electrician's Helper

Maintenance Man, Custodial Maintenance

Second Quarter:

Same as above.

Third Quarter:

Same as above.

Fourth Quarter:

Same as above.

Trade: Building Trades

I. JOB TITLE: Plumber's Apprentice and Plumber's Helper

II. JOB DUTIES:

Plan work from sketch or building plans
Locate and mark position of pipes, pipe connections and passage holes in walls and floors
Cut openings in walls and floors for pipe and pipe fittings
Cut, bend, join and tread pipes according to specifications
Weld and solder pipe joints
Assemble and install valves, pipe fittings, pipes and plumbing fixtures according to building codes
Test system for leaks
Repair and maintain plumbing and fixtures

III. WORKING CONDITIONS:

Work inside and outside under various climate conditions
Be subject to cuts and bruises from tools and materials
Work with and around others or alone
Be exposed to dust, dirt and grime from work site and materials
Be subject to burns from soldering irons, torches hot pipes or steam
Be exposed to disagreeable odors

IV. JOB REQUIREMENTS:

Be able to tolerate noise, dirt and odors
Be able to lift equipment weighing up to 75 lbs., and carry material weighing up to 50 lbs.
Be able to handle and finger tools and materials
Have good vision and hearing (normal or corrected)
Be able to stand for long periods of time
Be able to work in cramped, uncomfortable positions
Be able to bend, stoop, crouch and do heavy work
Many localities require licensing of plumbers

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc..

VI. BASIC SKILLS AND KNOWLEDGE:

Use of hand tools for cutting, bending, threading, sweet soldering, blueprint reading
Basic mathematics for measuring, estimating, etc.
Be able to work to prescribed standards consistently and follow procedures and specifications

VII. JOB PRACTICE:

In shop - Field trips to job sites

VIII. ACADEMIC DEMANDS:

Reading: Be able to read instructions
Beginner blue print reading
Bills for materials
Math: Be proficient in arithmetic - computations, fractions, decimals, how to measure and square materials
Verbal: Be able to communicate with co-workers and supervisors
Written: Be able to draw & label simple plans and sketches

ADDITIONAL JOB INFORMATION:

1) Disadvantages: weather may curtail work hours
Work is frequently short term and/or seasonal
Work is strenuous, dirty
Subject to burns from soldering irons, molten solder, hot pipes or steam

2) Advantages: Opportunity for self employment
Good pay and frings benefits

3) *Job Training: On the job Vocational Schools Programs*

IX. EVALUATION: As determined by team of teachers

COURSE: Building Trades 2

OCCUPATION: Plumber's Apprentice and Plumber's Helper

NO. 1

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... Discuss general safety and understand safety procedures used in the plumbing trade a) General b) Handling power tools and equipment c) Handling hot materials and torches ... To be able to identify tools used in the plumbing trade ... To be able to identify materials and fixtures used in plumbing systems ... To become familiar with the use and maintenance of tools used in the plumbing trade ... To become familiar with the use of blueprints and plumbing symbols ... To become familiar with cutting and joining of cast iron pipe and fittings ... To become familiar with the State Bldg. Const. Code ... To become familiar with cutting, threading and joining steel pipe and fittings ... Be able to cut, clean, and join copper tubing and fittings ... To be able to cut and join plastic pipe and fittings ... To become familiar with the maintenance and repair of plumbing systems ... To become familiar with The Builders Institute and its' functions ... To become familiar with different types of heating systems	Safety glasses a) Use of safety glasses and/or goggles b) Wearing of proper clothing and shoes in lab c) Using electric drills, saws, threaders, etc. d) Use of caution in caulking (cast iron pipe) ... Demonstrate and practice safe plumbing methods ... Discuss blueprints What is a print? Why use it? ... Identify and find on a blueprint: Doors Windows Water closets Bath tub Sink and vents Shower Trap and waste valve Hot water lines Cold Water lines ... Make up materials list from prints, using architects scale and rule ... Layout drain line location using prints ... Determine size and length of drain line ... Identify types of cast iron pipe and fittings ... Discuss properties and uses of cast iron ... Measure and cut cast iron pipe ... Assemble and yarn cast iron pipe and fittings ... Melth caulking lead ... Test lead temperature ... Discuss and practice using	Safety goggles Electric drills Electric saws(Sawzall) Extension cords(3 wire) Threaders Torches Tanks First-Aid Kit Blueprints Building plans Dividers Pencils Rules Architects scales Paper Graph paper 6 ft. folding rule 50 ft. and 100 ft. tape measures Chalk Mason line Line level Prints Various lengths and sizes of cast iron pipe Various cast iron fittings Hammer Chisel Pipe cutter (cast iron) Ratchet cutter Scrap pieces 2"x4" and 2"x6" Oakum Yarning irons Lead wool Straight-edge Level Runner Lead pot Ladle Furnace Hood	Emergency Power shut-off Red "Panic" button Grounding Prints specifications (specs) "Take-off" Architects scale Symbols Isometric drawing Orthographic drawing Key Sketch Lot line Elevation c = center line Folding rule (Zig-Zag rule) Tapes "Tape-it-off" Mason line Building drain Single hub Double hub I.D. (inside diameter) Plumb-bob Bell and spigot Y's T-Y's Sweeps 1/8 bends ¼ bends Bald-piece Extra-heavy Service weight Ratchet cutter Supported Formula for grade F = L 10d Pitch ¼" per foot Offset irons 260 F.P.M.	General Safety Rules State Building Construction Code applicable to plumbing World of Construction; Home and Building Maintenance, McKnight Plumbers and Steamfitters Guides, Audel Mathematics for Plumbers and Steamfitters Delmar Publishers Blueprint Reading and Sketching, Plumbing Trades, Delmar Related Information Plumbing - 1, Delmar Related Information Plumbing - 2, Delmar Measure-Up Workbook Fearon Occupational Outlook Handbook Occupational Dictionary Various Blueprints and Plans FILMS AND FILMSTRIPS General Shop Safety, BOCES It Didn't Have to happen, BOCES Following are all provided by The National Association of Plumbing-Heating-Cooling Contractors 1016 20th Street, N.W.

COURSE: Building Trades 2

OCCUPATION: Plumber's Apprentice and Plumber's Helper

NO. 1 (cont.)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	oakum, caulking lead, lead wool, cement and plastic fillers ... Pour lead, caulk and dressup joints ... Discuss use and purpose of house trap, vent and cleanouts ... Install clean-outs in cast iron waste line ... Discuss characteristics of various types of steel pipe and fittings a) Weight b) Wall thickness c) I.D. and O.D. d) Types of welds ... Measure, cut, and ream galvanized pipe according to job sheet specs. ... Thread and assemble pipe and fittings as detailed on sketch or specs. ... Discuss threading principle a) Length of thread b) Depth of thread c) Pitch of thread d) Water tight joint ... Discuss pipe and fittings measurements a) O.D. b) I.D. c) End to end d) End to center e) Center to center f) Face to face g) Shoulder to shoulder h) Fitting allowance ... Measure and cut copper tubing according to job sheets or specs. using proper tools ... Ream and clean tubing and fittings and assemble for soldering according to	Caulking lead Lighter Paper Caulking irons Cast iron house traps Vent caps Fresh air inlet plates Cast iron clean-outs - inverted and surface Balck pipe Galvanized pipe Wrought fittings Cast fittings Drainage fittings Vises Cutters Hacksaws Reamers Pipe threading machine Drop-head ratchet threader Cutting oil Pipe wrenches Teflon tape Pipe dope Tubing cutters Copper tubing Copper sweat fittings Tubing reamers Sandcloth Steel wool Soft tubing Hard tubing Right-angle drill Sawzall Brace-bit Kdyhole saw Nails Straps Striker Solder Flux Propane torch Prest-o-lite torch Goss tank	Grade-fall Pot Furnace Lead wool Yarning Caulking Fillers Striker "Dress-up joints Develop rhythm Brittle-chips C.I. (cast iron) Mushroom cap Fresh air inlet Clean-outs Inverted Flush Wall covers Galvanized Wrought Drainage Standard Extra-heavy Double extra heavy Tri-stand vise Yoke vise Chain vise 4-wheel cutter 3-wheel cutter "Shoulder" of fitting "Throat" of fitting Back of fitting Face of fitting c of fitting c to c E. to E. (end to end) E. to c Spiral reamer Sulphur oil Taper thread Water tight Rigid oiler Teflon tape Pipe dope	Washington,D.C., 20036 Sewers-Guardian of Community Health Modern Pipe for Modern Living Piping Safety Wrought Iron-Yesterday, Today Tomorrow Life Lines of Your Community Pipe Schemes Loop and Circuit Venting in the Plumbing System Toward a Uniform Plumbing Code A Drink for Judy Safe Water in the Home Designs for Better Living The Fluid of Life Pipeline to the Clouds The Ominous Arms Case The Anatomy of a City Modern Sewers for Modern Communities Municipal Sewage Treatment Processes Following films available through Modern Talking Picture Co. 23-23 New Hyde Park New Hyde Park, N.Y. Underground Study of Natural Gas These are My People Constant Search Impact Search for Total Comfort Energy on the Move This is Steel The Toughest Inch Piping Pointers Choosing the Right Valve PAMPHLETS American-Standard Co.

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	job sheets and specs. ... Discuss use of different types of tubing and fittings ... Layout and cut waterline holes in wooden stud wall work stations ... Discuss and practice proper soldering techniques ... Discuss principles of soldering and various types of solder ... Solder tubing and fittings according to plan ... Discuss uses of plastic pipe and fittings ... Measure and cut plastic pipe according to job sheets ... Discuss and practice proper solvent welding techniques ... Ream and pre-fit plastic pipe and fittings according to job sheet ... Discuss principles of solvent welding ... Solvent weld plastic pipe and fitting according to job sheet ... Pressure test waste and water lines ... Set and check-out fixtures for proper operation ... Discuss purpose and use of traps and trap seal ... Display and discuss use of maintenance and repair tools ... Determine location of stoppage and clear using proper cleaning tools ... Practice replacing washers in kitchen sink, basin and bathtub faucets ... Repair and reseat valves and faucets ... Replace faucets and valves	Caps Plugs Gauges Fittings Hoses Test pressure pump Sinks Basins Traps Valves Stops Supplies Nipples Seals Bolts Water closets Spud wrench Screwdrivers Plastic pipe (tubing) Plastic fittings Plastic pipe cutter Solvent cement Rigid plastic Coil plastic Solvent brushes Closet augers Snakes Rubber gloves Plungers Cresent wrenches Pliers Reseating tool Single lever faucet Washers o-rings Basin and bath faucets Seat wrenches Handle puller Flushometers Repair kits Ballcocks Float balls Rubber balls	Face of die Tee's Ell's Unions Nipples Male Thread Female thread Bull Plug Cap Bushing Reducing tee T-Y D-W-V K L M Cast Wrought Street fitting Coil-soft Length-rigid Sawzall 60/40 solder 50/50 solder 40/60 solder 95/5 solder Prest-o-lite Goss tank Flux Propane Formula- 450 offset 1.41 x length of offset = c to c measurement Fitting allowance Monel seats Bibb screws Taps Neoprene Top-hat washers Cartridge Diaphragm Mushroom	Crane Co. Slant-fin Corp. Universal-Rundle Goulds Pump Deming Pump Delta Faucet Triangle Copper and Brass Niboo Co. Chase Lead Industries Builders Institute TEACHER MADE MATERIALS Plans and Prints Job sheets Information Sheets Transparencies Operation Sheets Builders Institute literature and reports

COURSE: Building Trades 2

OCCUPATION: Plumber's Apprentice and Plumber's Helper

NO. 1 (cont.)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	... Repair and/or replace flushometers and ballcocks ... Discuss winterizing summer homes (closed building) ... Discuss purpose and activities of Institute ... Make an estimate of the fixtures that should be replaced in your home Sinks Bathtubs Showers Toilets Faucets ... Determine the cost (without labor) to put in new fixtures using teacher made ditto sheet ... Draw a typical septic tank and drainage system for a one family house and label the parts ... Determine the processes of a septic tank using the teacher made ditto ... Make a study of the sewage system in your home including checking all clean out plugs and traps. Complete teacher made ditto sheet ... Visit a hardware store and make a list of equipment available for sale or rent for cleaning stopped-up drains and repairing fixtures ... Using a teacher made ditto sheet make a layout of your home showing the position of the house, garage, shrubbery, sidewalds, and driveway. Lay out a sprinkler system to service the lawn and shrubbery ... Discuss and compare duties	Lift wires Guides Refill tubes Pamphlets Pay scale Union rates Baseboard Radiation Oilburner and controls Coal Filters Fire-o-matic valves Thermostats Cad-cell Stack switches Aquastats	Main seat By-pass valve Upper and lower chambers Draining Frost line Welfare fund Pension Vacation fund Annuity Builders Institute Radiation Filters Fire-o-matic Night-day thermostat Differential Degree-day Cad-cell Stack switch Aquastats Pressuretrols Delay-valves Plenum Return air Zoned Loop Main Thread engagement Make-up Copper-coated Heel-T Roughing-in Hydraulic Traps Stops Globe valve Gate valve Water closet Trap seal Adjustable wrench Monkey wrench Strap wrench Solvent welding Rigid plastic	

COURSE: Building Trades 2

OCCUPATION: Plumber's Apprentice and Plumber's Helper

NO. 1 (cont.)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	and pay of following trade areas: Asbestos worker and Insulator Carpenters (In-shop Carpenters) Electricians Glaziers Laborers Operation Engineers Painters Plumbers ... Discuss and compare advantages and disadvantages of the four basic types of fuels: oil, gas, coal ... Display and discuss heating controls ... Determine the type of heating system you have in your home Hot water Hot air Steam ... Determine the most economical heating system to have using teacher made ditto sheet ... Determine the cost of your monthly heating bill including the size of your house ... Make a visit to a local construction site and complete teacher made questionnaire ... Using the teacher made ditto sheets list as many blue print symbols as you can Carpentry Masonry Electrical Plumbing		Coil plastic Fuzing Chemical reaction D.W.V. P.V.C. A.B.S. Pre-fit Expansion joint "Sound pipe" Stoppage Force-cups "Plumber's friend" Reseating tool O-rings Packings Seats 2-pipe Coil Tankless Vac-u-matic Convection Conduction Radiation Radiate heat Transference	

Trade: Building Trades:

I. JOB TITLE: Electrician's Helper

II. JOB DUTIES:

Assists electrician to install and repair electric wiring, fixtures, and equipment
Measure, cut and bend wire and conduit
Drills holes for wiring
Assists in lifting, positioning, and fastening wiring, conduits, fixtures, receptacles, outlets and switches
Performs minor repairs
Maintains tools and equipment
Keeps materials and supplies in order

III. WORKING CONDITIONS:

Work inside and out under various climate conditions and materials
Work alone or as part of a team
Be exposed to dust, dirt, and grime from work site and materials

IV. JOB REQUIREMENTS:

Must be physically fit, having full use of arms, legs, hands and fingers
Be able to stand for long periods
Be able to climb stairs and ladders
Be able to lift and carry heavy loads
Have good vision and be able to distinguish colors
Be able to manipulate hand tools
Be able to measure and compute amounts of materials for particular tasks

V. JOB CONDITIONS:

May involve exposure to extreme weather conditions
May require extended periods of work in confined spaces
Working at considerable heights or below ground
Work with others

VI. BASIC SKILLS AND KNOWLEDGE:

Basic math for measuring and estimating
Ability to follow instructions and adhere to procedures
Must be able to work to prescribed standards
Manual dexterity for use of hand tools

VII. JOB PRACTICE:

In shop installations in conjunction with other trades
Visits to job sites, materials manufacturers

VIII. ACADEMIC DEMANDS:

Reading: Be able to read and understand instructions
Identify kinds of materials by labels
Read materials lists, bills, and job orders

Math: Basic math for use of rulers and tape measures
Computing of lengths of wire and pipe
Estimating quantities

Verbal: Be able to communicate with fellow workers and supervisors
Describe procedures and specific problems

ADDITIONAL JOB INFORMATION:

Employment prospects are always good
Opportunity for self employment
Construction electrical work is seasonal and dependent upon weather conditions
Pay scale is one of the highest

IX. EVALUATION: As determined by teachers

COURSE: Building Trades 2

OCCUPATION: Electrician's Apprentice and Electrician's Helper

NO. 2

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To become familiar with and understand safety procedures used in the Electrical Trade a) General b) Working "Live" wires and circuits c) Handling power tools and equipment d) Handling soldering iron torches, and guns e) Proper grounding ... To be able to identify tools used in the electrical trade ... To be able to identify materials and fixtures used in constructing electrical wiring systems ... To become familiar with the use and maintenance of tools used in the electrical trade ... To be able to identify the various types of outlet boxes used in the electrical trade ... To become familiar with the principles and properties of electricity a) Ohm's Law b) Power Formula c) Magnetism d) Static Electricity ... To become familiar with the use of blueprints and electrical symbols ... To become familiar with the methods of cutting b-x cable ... To become familiar with the methods of preparing and installing b-x cable ... To become familiar with the uses and installation of Romex wire ... To be able to construct	... Discuss general safety and use of safety glasses and/or safety goggles ... Discuss safety procedures followed when working with "Live" wires ... Discuss and explain the need for proper work clothing and shoes a) No loose clothing b) Rings, watches, chains, etc. ... Discuss proper use and care of electric drills, saws, threaders, meters, etc. ... Discuss, explain, and demonstrate the hazards of not grounding and/or the misuse of power equipment ... Demonstrate, discuss and practice proper methods of handling and using soldering irons, torches and guns ... Discuss and demonstrate how proper grounding eliminates shock hazard a) Ground fault interrupter ... Using charts and texts identify the various types of outlet boxes; record information on teacher made ditto sheets ... Select proper outlet boxes to fulfill requirements stated on job sheets ... Mark locations and install selected boxes in walls and ceilings of work stations ... Discuss and practice the application of Ohm's Law and the Power Formula a) Given any two (2) factors of Ohm's Law, calculate and record unknown on job sheet	Safety Glasses Safety Goggles Safety charts Rubber gloves Meters Ohm Volt Ampere Electric drills Right-angle drill Electric saws (sawzall) Extension cords (3 wire) Threaders Soldering irons Soldering torches Soldering guns First-aid Kit Ground fault Interrupters Grounded Outlets Ungrounded outlets B-X cable Romex wire Rubber "S" cord Lamp "Zip" cord Test light Pig-tail socket Fuses Fusetron Fusestat Wire size charts Outlet box chart and sample display Gem boxes Square boxes Octagon boxes Ceiling boxes Ganged gem boxes Handy boxes Joist and stud Mount boxes	"Live" - "Hot" Shock Circuit Meters Ohm Volt Ampere (Amp.) Emergency Power shut-off Red "Panic" Button Right-angle drill Grounding Shorts Grounds Short-circuit Code Ground fault Interrupter (G-F-I) "S" cord "Zip" cord National Electrical Code National Board of Fire Underwriters Underwriters Laboratory (U-L) Pig-tail Fuse Fusetron Fusestat Outlet boxes Gem Square Octagon Ceiling Ganged Handy Shallow Deep Joist mount	General Safety Rules National Electrical Code World of Construction Home and Building Maintenance McKnight Electric Trades, Delmar Practical Problems in Mathematics, Electrical Trades, Delmar Basic Mathematics for Electricity and Electronics, Bertrand D. Singer Handy Book of Practical Electricity, Audel A New Electric Library, Vol. I, Vol. III, and Vol. Vol. VII, Audel American Electrician's Handbook, McGraw-Hill Direct Current Fundamentals, Delmar Alternating Current Fundamentals, Delmar Interior Wiring and Estimating Amer. Tech. Soc. Hand Tools, Their Correct Use and Care, General Motors Corp. Basic Electrical Principles, McKnight Measure-up, Feron Occupational Outlook Handbook Occupational Dictionary Blueprint Reading for The Construction Trade, McGraw-Hill Electrical Trade Blueprint Reading and Sketching Delmar Building Trades Blueprint Reading and Sketching (Basic Course)

COURSE: Building Trades 2

OCCUPATION: Electrician's Apprentice and Electrician's Helper

NO. 2

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
electrical circuits (series and parallel) ... To be able to identify types and sizes of wire used in the electrical trade ... To become familiar with the differemt types and sizes of conduit and fittings a) Rigid b) Thinwall c) Flexible ... To become familiar with the uses of the different types of conduit and fittings ... To become familiar with the methods of cutting, threading and bending conduit ... To become familiar with the installation of wire in conduit ... To become familiar with the National Electric Code	... Given voltage of a circuit, record on a job sheet the following: a) Measure resistance and calculate amperage b) Measure amperage and calculate resistance ... Using Power Formula, calculate and record on job sheet the following: a) Given wattage load and voltage, find amperage draw and record b) Given wattage load and amperage find voltage required ... Demonstrate and discuss laws of magnetism a) Magnetic field by use of magnet, paper, and iron filings b) Construct electromagnet using nail and insulated wire c) Compare and record differences observed using electromagnet and permanent magnet ... Using experiments, demonstrate and discuss effects of static electricity a) Van de Graff generator b) Rug and glass rod c) Pith balls ... Discuss and use blueprints a) Locate and identify electrical symbols b) Find and record number of outlets in each room c) Make up material list from prints, using Architects scale and rule ... Discuss and practice cutting b-x cable to length with hacksaw ... Discuss and practice preparing	Screwdrivers Hammers Nails Pencils Rulers Staples Hand saws Paper Compas Iron-Filings Magnets Insulated wire Solenokds VAn de Graff generator Glass rods Pith balls Blueprints Building plans Sketches Dividers Architects scales Graph paper b-x cable Hacksaw Linesman pliers Diagonal cutting pliers Needle nose pliers Brace Wood bits Bells Pish buttons Wire Lights Switches Duplex outlets Romex Connectors Panels Rigid pipe Thin wall Greenfield Threaders Cutter	Stud mount Connectors Staples Ohm's Law E=IR Power Formula P=IE Voltage-Volt Ampere-Amp, Amperage Resistance Watt, Wattage Power Given Electric flow Magnetism Static electricity Magnetic field Electro-magnet Coils Windings North pole South pole Charge Attract-repel Iron-filings Solenokds Permanent magnet Van de Graff generator Glass rods Pith balls Prints Specifications (Specs) Architects scale Symbols Isometric drawing Orthographic drawing Key Sketch Lot line Elevation	Delmar FILMS AND FILMSTRIPS Coils and Electric Currents, Encycolpedia Britannica Magnetic Effects of Electricity, Encyclopedia Britannica Saga of Safety Sam, BOCES A Safe Shop, BOCES Split Second to Disaster, BOCES It Didn't Have to Happen, BOCES Safety with Electricity, BOCES General Shop Safety, BOCES People Who Fix Things, BOCES A B C of Hand Tools, BOCES Primitive Pete, BOCES Turn a Handle-Flict a Switch, BOCES Mechanical Drawing I Shape and Design, BOCES What is Electricity? Westinghouse Principles of Electricity, General Electric Alternating Current, Castle Films Water Power Encyclopedia Britannica Series and Parallel Circuits, Encyclopedia Britannica Series and Parallel Circuits, Encyclopedia Britannica FIELD TRIPS Construction Sites (Commercial and Residential) Phelps-Dodge Co.,

COURSE: Building Trades 2

OCCUPATION: Electrician's Apprentice and Electrician's Helper

NO. 2

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	b-x cable a) stripping insulation b) Installing anti-short bushing ... Install b-x cable in work stations according to sketch a) Locate and drill holes using brace and bit b) Fish cable through holes and install in outlet boxes ... Assemble materials needed to construct electrical circuits on panels a) Button and bell b) Bell and two buttons c) Two bells and one button d) Light controlled by single pole switch e) Duplex outlet and switch controlled light f) Light controlled duplex outlet g) Switch controlled duplex outlet ... Discuss and practice cutting and preparing Romex wire a) Cutting to length b) Stripping insulation ... Install Romex wire in work stations as job sheet indicates ... Discuss uses of the types and sizes of electric wire ... Examine and label different types and sizes of wire and complete teacher made ditto sheets ... Determine the different types of lighting used in students' homes ... List the different fixtures and outlets used in each room ... Measure the amount of light given off by each light ... Use a 12 or 14 wire and make	Reamer Benders Conduit Fittings Pipe wrenches Adjustable wrenches Cutting oil Fasteners T-W wire Fixture wire Building wire Cocknuts Bushings Threadless connectors B-X connectors Duplex connectors Angle connectors Conduiet	c=center line Folding rule (Zig-Zag rule) b-x cable Diagonal cut Armor Anti-short bushing (Redcap) Lineman Diagonal Needle nose Brace "Fish" 12/2 12/3 14/2 14/3 Conduits Rigid (pipe) Thinwall (E.M.T.) Flexible (Greenfield) Cocknuts Bushings Threadless Connectors B-X Connectors Duplex connectors Angle connector Seamless T. & C. (thread and coupling) Snakes Tape "Pulling" wire "Feeding" wire T-W wire Building wire Fixture wire	Yonkers, New York Hudson Wire Works, Ossining, N.Y. PHAMPHLETS AND CHARTS General Electric Westinghouse Corp. Allen Bradly Grouse Hinds Square-D RACO Simpsoc Meters Triangle Wire Co. Lead Industries Hilto Fasteners Ramset Thomas and Betts Co. Honeywell Joslyn Mfg. & Supply Co. Bell Electric Co. Cerro Wire and Cable Co. Phelps-Dodge Wire Co. TEACHER MADE MATERIALS Plans and Prints Job Sheets Information Sheets Trasparencies Operation Sheets

COURSE: Building Trades 2

OCCUPATION: Electrician's Apprentice and Electrician's Helper

NO. 2

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	a western union splice, branch tap, and a pigtail splice; solder the splices. ... Construct a parallel and series circuit on panel board ... Wire a one-bell circuit so that it is controlled by a one-push button ... Wire a circuit so one push button will control a doorbell and another push button will control a buzzer ... Make a circuit board connecting a single switch to a light ... Make a circuit board connecting a single switch to an outlet			

BUILDING MAINTENANCE OCCUPATIONS

Trade: *Building Maintenance*

I. JOB TITLE: *Maintenance Man, Building and Custodial Maintenance*

II. JOB DUTIES:

Perform minor plumbing repairs on faucets and toilet mechanisms and clean out clogged pipes and joints
Perform minor carpentry work such as replacing or building shelves and cupboards; repairing or replacing window sashes and door knobs
Perform minor electrical work such as replacing light bulbs, florescent lights, fuses and switches
Perform minor plastering and painting work such as filling in cracks and holes, and repainting repaired areas
Repair cracks and defects in cement floors, sidewalks and driveways and replacing broken tiles in bathrooms, kitchens, etc.
Perform other tasks such as moving heavy furniture, laying rugs, shoveling snow
Floor care for both resilient tile and wood including cleaning
Cleaning such as washing windows and walls

III. WORKING CONDITIONS:

Work alone or around others in tenant apartments or in other inside areas of building
Work outside in courtyard, driveway or sidewalk in all kinds of weather
Be subject to falls from ladders or scaffolds or down shafts
Be subject to strains from heavy lifting, cuts from sharp edges and shocks from electrical equipment

IV. JOB REQUIREMENTS:

Be able to follow instructions and established procedures
Move arms, hands and fingers skillfully in manipulating tools and materials
Learn new methods and ideas easily
Make decisions and use good judgement in handling emergencies
Be able to stand and walk for long periods of time
Have full use of arms, hands, and fingers
Be able to turn, bend, stoop, kneel, crouch and move about easily to make repairs
Be able to lift up to 100 pounds
Have good vision and hearing (normal or corrected)
Be able to distinguish colors
May be required to work weekends and holidays
Subject to call in emergencies

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Have ability to use hand tools
Interest in basic construction

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: *Read, write and speak English sufficiently well to communicate with tenants and follow instructions*
Math: *Should be able to measure and do basic arithmetic*
Verbal: *Be able to communicate with tenants*
Written:

ADDITIONAL JOB INFORMATION:

1) Disadvantages:

2) Advantages:

3) Training opportunities: Start as a porter or general helper and complete on-the-job training of 1 year

IX. EVALUATION: As determined by teachers

HEALTH/MEDICAL, PERSONAL SERVICE OCCUPATIONS

OCCUPATIONAL READINESS CENTER

COURSE: HEALTH/MEDICAL, PERSONAL SERVICE OCCUPATIONS

UNITS:

First Quarter:
- Ward Clerk
- Nurse Aide/Orderly
- Orderly
- Hospital Tray Girl
- Hospital Housekeeper-Laundress
- Day Care Center
- L.P.N. (occupation reviewed with selected students)
- Home/Health Attendant
- Personal Service Occupations
  - Hotel/Motel Housekeeping Aide
  - Institutional Housekeeper Aide

Second Quarter: Same as First Quarter.

Third Quarter: Same as First Quarter.

Fourth Quarter: Same as First Quarter.

Trade: Health/Medical, Occupations

I. JOB TITLE: Ward Clerk

II. JOB DUTIES:

Prime - Answering telephones
Directing non-employee traffic
Serving as a receptionist

Others - Loading and unloading telelift not handled by S.P.D.
Returning telelift
Monitoring activities in solarium
Processing nursing unit manitenance
Problems to engineering
Turning charts for discharges
Calling transportation within hospital

ADMISSIONS:

Take admission on phone from the Admitting Office
Prepare name band and card for patient's bed
Make card for cardex
Prepare the chart
Keep bed chart up to date
Notify admitting of any bed changes

DISCHARGES:

Call in discharges to Admitting Office
Assemble chart and check for notes needed (after patient leaves)
Enter discharges on daily census sheet and daily report

REPORTS:

Enter admissions after patient is received on floor
Enter transfers to or from floor after transfer is made
Enter discharges on report after the patient has left the floor
Enter the name of the patient for Operating Room x-ray lab
Enter the time that the patient left for O.R. (Operating Room), x-ray Lab and the time patient returned.

DAILY CENSUS SHEET:

Enter admissions, transfers, discharges after they have been executed
Put name card on chart holder

III. WORKING CONDITIONS:

Work weekends, holidays, evenings and rotating shifts

IV. JOB REQUIREMENTS:

Be 17 years of age
Minimum of 8th grade education
Undergo medical examination
Have good vision and hearing (normal or corrected)
Have good physical and mental health
Be able to distinguish colors

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS & KNOWLEDGE

Pay attention to detail and follow instructions carefully
Be able to work under pressure
Be willing to follow prescribed procedures carefully
Be accurate in record keeping

Be willing to work under close supervision and to perform a variety of routine tasks.

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Must have good reading skills to record/read charts, etc.

Math: Must be able to compute accurately. Should know four processes of math

Verbal: Must be able to understand instructions and communicate with hospital personnel.
Must have good telephone skills

Written: Must have good clerical skills in order to file, record etc.

ADDITIONAL JOB INFORMATION:

1. Disadvantages: May have to work weekends, holidays, nights, and rotating shifts.

2. Advantages: Good employment outlook
Good fringe benefits
Good salary/compensates with training

3. Training Opportunities: On the job/Vocational Schools

IX. EVALUATION:

As determined by team of teachers
In hospital determined by supervisor in charge

COURSE: Health/Medical Occupations

OCCUPATION: Ward Clerk

NO. 1

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
... To understand the role of the Ward Clerk as part of the Nursing Team ... To be aware of hospital terminology and routine ... To be aware of hospital policy and procedure ... To understand the importance of hospital ethics ... To be able to communicate verbally with hospital personnel and visitors ... To be able to perform clerical and related duties	... Discuss role of the Ward Clerk ... Discuss hospital terminology and routine ... Discuss hospital policy and procedure ... Discuss the importance of hospital ethics ... Communicate by telephone and role playing Calling departments within hospital Locating doctors and nurses Answering telephone and directing calls ... Prepare name band, name cards for patient, prepare chart, enter discharges on daily census sheet, enter admissions, distribute mail to patients, copy time slips, daily weekly, prepare passes for patient and keep bed chart up to date	Census sheets Telephone Hospital charts Telelift	VOCABUALRY Admitting Office Cardex Daily Census Sheet Daily log Confidential Intensive Care Unit - I.C.U. Operating Room Coronary Care Unit C.C.U. Business Office Medical Floor Surgical Orthopedic Geriatric Psychiatric Laboratory x-ray Admitting Office Emergency Room Recovery Room Morgue Autopsy Diet Kitchen Obstetrics Inhalation Therapy Pediatrics	"Being A Nursing Aide" Hospital Research and Ed. Trust Teacher Made Materials ...Diagrams ...Outlines ...Worksheets

Trade: Health/Medical Occupations

I. JOB TITLE: Nurse's Aide

II. JOB DUTIES:

Answering signal lights to ascertain the patient's needs
Bed making: closed, open, occupied and post-operative beds
Bathing the patient: Bed bath, tub, shower and sits bath
Dressing and undressing patients
Assisting with feeding the patient necessary
Being responsible for passing extra nourishment and fresh water
Moving and transporting patients
Positioning the patient properly
Providing comfort devices for the patient as instructed (Lambs wool, protective pads, air matress, water bed)
Assisting with oral hygiene
Giving back rubs and change linen as necessary
Recording fluid intake and output
Taking and recording temperature, pulse and respiration
Giving enemas: oil, tap water and fleets
Collecting urine and stool specimen
Collecting, testing diabetic urines and recording the results
Giving and removing bedpans and urinals
Assisting patients in and out of bed
Assisting with pre-operative care
Shaving local skin areas pre-operatively
Assisting with post-mortem care

III. WORKING CONDITIONS:

Work in a hospital enviroment
Be aware of the realities and responsibilities of clinical experience
To be prompt, dependable and have good attendance
Most jobs require some work on Saturdays, Sundays, holidays, evenings and rotating shifts

IV. JOB REQUIREMENTS:

Read, write and speak English
Be 17 years of age or over
Minimum 8th grade education - High School preferred
Pass a medical examination
Have good vision and hearing
Ability to distinguish colors
May be finger printed according to the agency
Be able to read thermometers, timing devices and simple gauges

V. JOB CONDITIONS:

Determined by field trips, guest speakers, films and lectures

VI. BASIC SKILLS AND KNOWLEDGE:

Be empathetic and tactful in patient relationships
Be able to follow instructions and perform established procedures
Be prompt and report accurately all observations related to patient care

VII. JOB PRACTICE:

Laboratory experience

Trade: Health/Medical Occupations

VIII. ACADEMIC DEMANDS:

Reading: Must be able to read instructions, simple gauges, and thermometers

Math: Must be able to add, multiply, subtract, divide and work with simple fractions

Verbal: Must be able to communicate with patients, visitors, doctors and understand the instructions of team leader.

Written: Be able to record vital signs such as temperature, pulse and respiration

ADDITIONAL JOB INFORMATION:

1. *Disadvantages:* Work schedule and hours may vary from week to week
   Shifts may rotate
   Necessity of working nights, weekends and holidays

2. *Advantages:* Good fringe benefits
   High demand for workers

3. *Training Opportunities:* On the job-Vocational schools

COURSE: Health/Medical Occupations

OCCUPATION: Nurse Aide/Orderly

NO. 2

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
... To identify the Nurses Aide's responsibility to herself, patient and team ... To be aware of basic human, anatomy and physiology ... To be aware of forms of organisms ...Understand the importance of cleanliness and asepsis in health care field ... Learn how to make discharge pack ... How to make closed bed ... How to make open bed ...How to make the occupied bed ... How to make post-operative bed ... Learn how to give patient a.m. care ... To understand the importance of oral hygiene ... To learn how to give patient bed pan ... To learn how to give back rub ... To learn how to give bed bath ... To understand the importance of good body mechanics and safety precautions ... To understand concept of vital signs ... To understand the important aspects of the patients charts ... To understand the importance of accuracy in measuring ... To understand correct technique of weighing measuring the	... Classroom discussion, role-playing, viewing of films ... Showing of films, pictures, charts and by teacher lecture ... Listing and describing portals of entry ... Handwashing ... Cleaning of hospital units ... Assembling linens ... Making the bed ... Making the open bed ... (Demonstrate and practice) Making the occupied bed ... Make the post operative bed ... Wash patients' face and hands ... Brushing the patients' teeth ... Giving and removing the bed pan ... Give back rub ... Give bed bath, dressing and undressing patient ... Correct posture for lifting. Moving patient up in bed, turning patient from side to side, assisting patient from bed to chair, assisting patient from bed to stretcher. Moving conscious and unconscious patient. Transporting patient ... Demonstration and practice of correct procedure of reading and use of clinical thermometers ... Demonstrate and practice charting temperature ... Demonstrate and practice of counting and recording pulse and respiration ... Learn parts of the charts and its significance	Film Strip Projector Cassette player Charts Mouth, nose, skin, rectum, vagina, ears Soap and warm water, paper towels, waste basket, lysol basin, newspaper, cleaning cloths Bedpan 2 large sheets 1 draw sheet Blanket Spread Pillow Pillowcase Towel, washcloth Hospital gown Daily Pack: 2 large sheets 1 draw sheet Pillowcase Towel, wash cloth and gown Linen - same as for open bed Wash basin Emesis basin, cup, toothpaste, toothbrush, mouth wash, water Bed pan, toilet tissue Lotion Basin, bath, blanket, screen, bathrobe, slippers Thermometers, oral and rectals	Appearance Ethics Maturity Emotions Self-Understanding Interpersonal relationships Religion Consideration Education Interaction Individuality Responsibility Tact Privacy Legality Adequate responses Skin Skeleton Digestive Muscular Nervous Respiratory Circulatory Endocrine Reproductive Germicide, Sterilize Asepsis, Disinfect, discharge, draw sheet, correct method, comfortable Occupied Post operative Stretcher Basin Oral hygiene	Filmstrip/Cassette Program Ethics for the Nursing Assistant Nursing Staff Oral Communications Maintaining A Clean Environment Careers in Health Services Parts 1 and 2 Medical Asepsis Occupied Bed Making Bed Bath Observation and Charting Temperature, Pulse, Respiration Feeding the Patient Blood Pressure Admission & Discharge Lifting & Moving Patients Orientation: Joining The Health Care Team Transfer & Ambulation Pre-operative & Postoperative Care Positioning to Prevent Complications Respiratory System Skeletal & Muscular Systems Use of Patient Lifter Films - NYS Health Dept. Mrs. Reynolds Needs a Nurse Almost A Miracle Handwashing in Patient Care Nursery Sepsis View From The Mountain Sterilization Procedures For The Medical Office Children in the Hospital

COURSE: Health/Medical Occupations

OCCUPATION: Nurse Aide/Orderly

NO. 2 (Continued)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
patient ... To understand the importance of nutrition	... Demonstrate and practice measuring and recording Intake and Output. Adding amounts ... Demonstrate and practice weighing, measuring the patient, recording results on chart ... Demonstrate and practice feeding the helpless patient. Students will work in teams The student patient will have her eyes covered with eye patches while being fed by student nurse.	thermometer holders Cotton balls Lubricant Watch with 2nd hand Pad and pencil Tissues Chart Calibrated Pitcher or cup Intake and output sheet Scale Menus Tray Dishes Flatware Food Glasses Napkins Straws Beverages	Emesis Feces, evacuate stool, void, defecate, urine Massage Rotary motion Circularion Bed sores Decupitus Pravacy, protecion, observe Posture Alignment Balance Strain Spine Assist Wheel chair Comatos Conscious Unconscious Alert Oriented Muscles Body mechanics Thermometer Vital signs Temperature Pulse Respiration Radial Variations Rectal Oral Quxillary	Fire and Your Hospital Cost of Hope Role of Nursing in Infection Control Bright Future Challange to Serve Diary of Connie McGregor I Am Joe's Heart Films-BOCES Library Hemo, the Magnificent About Your Body Parts I & II I Am Joe's Spine Digestion in our Bodies Heart, Lungs & Circulation Infectious Diseases Muscles & Bones of the Body Understanding Your Body The Incredible Voyage 8mm Film Loops Lifting The Patient From & To Bed Bathing The Patient in Bed Parts 1 & 2 Oral Hygiene - Patient Who Can Help Oral Hygiene - The Helpless Patient Lifting & Moving The Patient in Bed Bedmaking with Clean Linen Parts I & II Pressure Areas Teacher Made: 1. Worksheets 2. Outlines

COURSE: Health/Medical Occupations

OCCUPATION: Nurse Aide/Orderly

NO. 2 (Continued)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
			Quality Rate Inspiration Expiration Variations Discharge Admission Kaboratory Physical Doctor's order sheet History Information Legality Graphic sheet Accurate Fluids Types Liquids Intake Output Calibrated Measure Weight pounds Inches Regular diet Soft Mechanical soft Low residue Diabetes diet Ulcer diet Salt-free diet Bland Dentures Dietician Liquids	3. Diagrams 4. Cassettes 5. Slides 6. Transparencies 7. Forms 8. Evaluation Materials

COURSE: Health/Medical Occupations

OCCUPATION: Nurse Aide/Orderly

NO. 2 (Continued)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
			Vitamins Protein Constipation Dehydration Clockwise	

Trade: Health/Medical Occupations

I. JOB TITLE: Orderly

II. JOB DUTIES:

Take and record temperature, pulse and respiration
Bathe patient (bed, tub, shower)
Measure patients' fluid intake and output
Collect routine specimens
Apply hot and cold applications, compresses, ice packs, etc.
Give enamas to selected patients
Assist with physical examination, application and change of simple dressing, splints, casts
Set up equipment such as oxygen, traction and portable x-ray
Perform routine urine test for sugar and acetone
Clean and sterilize instruments and equipment
Assist patient to dress and undress and get in and out of bed
Transport patient on invalid chairs or wheeled stretchers
Apply restraints and side rails on bed
Serve, carry and collect food trays, and assist in feeding patients
Make and unmake beds
Dispose of soiled linens
Requisition, distribute, check and put away supplies

III. WORKING CONDITIONS:

Working hours include Saturdays, Sundays and holidays, evenings and rotating shifts
Work with and around others under usual hospital conditions
Be subject to cuts from sharp instruments and infections from soiled materials
Be exposed to occasional disagreeable odors and sights
Be subject to strains from moving and lifting patients

IV. JOB REQUIREMENTS:

Be 17 years of age
Speak, read, and write English
Minimum of 8th grade education
Have recent, checkable references
Be able to read simple gauges and timing devices
Be fingerprinted
Undergo medical examination (no extremes in weight)
Be able to stand and walk about for long periods of time
Be able to lift, push and pull patients from stretcher to the operating table
Be able to handle instruments and equipment carefully
Have good vision and hearing (normal and corrected)
Be able to distinguish colors
Have good physical and mental health

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Move arms, hands and fingers rapidly and accurately
Learn and apply techniques of patient care
Manipulate small objects
Pay attention to detail and follow instructions carefully
Have a desire to help others
Be able to work under pressure
Be sympathetic and tactful in dealing with patients and staff
Be able to react quickly

Be willing to follow prescribed procedures carefully
Be willing to work under close supervision and to perform a variety of routine tasks

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Must be able to read charts, thermometers, etc.

Math: Must be able to tell time, count accurately and know fractions and measurement.

Verbal: Must be able to understand instructions and communicate with patients.

Written: Be able to record vital signs such as temperature, pulse, etc.

ADDITIONAL JOB INFORMATION:

1. Disadvantages: May have to work weekends, holidays, nights and rotation shifts.
   Work involves unpleasant sights
   Subject to strains from ligting patients
   Work schedule and hours may vary from week to week

2. Advantages: Good fringe benefits
   High demand for workers

3. Training Opportunities: On the Job-Vocational Schools

IX. EVALUATION: As determined by team of teachers

COURSE: Health Medical Occupation

OCCUPATION: Orderly

NO. 3

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
... To recognize the importance of desirable qualities in their relation with patients and others ... To understand the role of the nurse's aide in the nursing team ... To be aware of basic human anatomy ... To be aware of diseases, infections, etc. ... To identify items in a patients unit ... To recognize the importance of learning a patients unit ... To assemble the different hospital packs ... To understand importance of Cleanliness in the health care institution ... To be familiar with the principles of disinfection and sterilization ... To understand the importance, correct procedure and times for washing hands ... To be able to make a closed and open bed ... To know how to lift, move and transport a patient ... To become familiar with the correct procedure used to move a patient in bed ... To be able to make the occupied bed ... To be able to take and record a patient's temperature, pulse, and respiration	... See Ward Clerk ... Demonstrate and practice: a) Correct posture for lifting b) Moving a patient up in bed c) Moving a patient from bed to stretcher d) Assisting patient from bed to chair e) Turning the patient ... Practice moving the conscious patient ... Practice moving the comatose ... Practice making bed with patient in it ... Reading a thermometer ... Using a second hand on a watch ... Counting pulse and respiration and recording on patient's chart ... Taking and recording patient's temperature ... Demonstration and practice giving a bed bath ... Volunteer work in a hospital ... Demonstration and practice in giving the bedpan ... Demonstration and practice undressing and dressing ... Demonstration and practice of a backrub ... Demonstration and practice feeding the helpless patient	See Ward Clerk Stretcher Wheel Chair Robe Slippers Foot Stool Hamper Screen Thermometer Watch with Second hand Germicide Oversized thermometer Patient charts Pen Pencil Thermometer holder Basin with Warm Water(110) Soap Rubbing alcohol Lotion Bath powder Bath Blanket Toilet Articles Bedpan Toilet Paper Rolling Cart Pitchers Ice Water Scoops Straws Various measuring Tray Flatware Dishes Napkins Food Menus	See Ward Clerk Alignment Ambulatory Axillia Bed Sore Comatose Unconscious Coma Fracture Strain Posture Leverage Balance Precautions Sterile Mercury Rectal Oral Antiseptic Respiration Fever Temperature Pulse Inhalation Exhalation TPR Vital Signs Pendulous Umbilicus Defecate Feces Urine Incontinent Pubic Spinal Cord Circulation Dentures	See Ward Clerk Filmstrips & Cassettes Careers In Health Services Film Loops Lifting and Moving the Patient, Encyclopedia Britannica The Helpless Patient, Encyclopedia Britannica The Patient Who Can Help Encyclopedia Britannica The Occupied Bed Encyclopedia Britannica Bed Bath Encyclopedia Britannica Field Trips Westledge Nursing Facility Northern Westchester Hospital Putnam Community Hospital Guest Speakers Nurses

COURSE: Health Medical Occupation

OCCUPATION: Orderly

NO. 3 (Continued)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
... To understand normal and abnormal temperature, pulse and respiration ... To understand the correct procedure for giving a bed bath ... To be familiar with giving the bedpan ... To become acquainted with the procedure for dressing/undressing the helpless patient ... To understand how to give a backrub ... To understand the correct procedure for distributing water and its importance. ... To learn how to give morning and evening care ... To become familiar with fluid measurement ... To know how to feed the helpless patient	... Role playing		Circular Motion Dehydration Constipation Intake Output MATH Fractions Decimals Time Multiplication	

Trade: Health Medical Occupations

I. JOB TITLE: Hospital Tray Girl

II. JOB DUTIES:

Sets up trays for patients and may serve them
Lines trays up in proper order for delivery and pushes carts to serving areas
May also help set up service counters in cafeteria's for hospital personnel
May also do dishwashing
Preparing beverages
Clearing of trays
Cleaning table tops in patients' dining room
Performs any other duties which the cook or assistant cook may assign

III. WORKING CONDITIONS:

Work weekends, holidays and rotating shifts
Must be able to work under pressure if necessary
Must be able to work under close supervision
Handles utensils and table ware
Pushes and pulls food trays and carts
Stands and walks most of time on duty
Stoops, reaches for, lifts, and carries relatively light equipment and materials

IV. JOB REQUIREMENTS:

Must be over 18 years of age to work in city hospitals
Must pass physical examination
Must have some high school education
A neat, clean appearance is required
Need courtesy and tack in dealing with patients
cooperation with other employees
Ability and willingness to perform repetitive tasks on a continuous basis
Some initiative and judgment involved in planning own work to meet meal schedules
Works under close supervision
Performs duties which are well standardized

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Setting up trays and setting tables

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Be able to read a menu

Math: Be able to recognize numbers

Verbal: Be able to follow instructions

Written: Job duties do not require written communication

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Early hours
Different and rotating shifts

2) Advantages: Clean pleasant working conditions

3) Training Opportunities: On the Job

IX. EVALUATION:

As determined by team of teachers

COURSE: Health Medical Occupations

OCCUPATION: Hospital Tray Girl

NO. 4

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
... To become acquainted with the procedure used to prepare hospital trays	... Practice preparing various hospital trays ... Study and learn the four basic food groups ... Study and learn the six basic nutrients ... Study and learn what a soft, liquid, diatetic, salt free, and regular diet contain ... Choices of assingments for motivation, evaluation and acquiring additional knowledge and skills of the Tray Girl	Menus Trays Flatware China Glassware Napkins Scoops Food Plastic food Cardboard food Warming covers Tray covers	Table service Protein Vitamins Minerals Soft diet Liquid diet Regular diet Salt free diet Diatetic diet Fats Diet Calorie Carbohydrate	How to be a Nurse's Aide in a Nursing Home Dorothy Erickson Reese, H.E.W. Being a Nursing Aide Robert J. Brady Co. Marie Perrone, Practical Nurse, Lillian Lerner, Margaret Moller Manual for the Nurse's Aide Delmar SRA Brief-Tray Girl Being a Food Service Worker Hospital Research and Educational Trust Sample Hospital menus Teacher Made Materials Guest Speakers Nurses Field Trips Northern Westchester Hospital Mount Kisco Putnam Community Hospital Carmel Westledge Nursing Facility Charts 4 Basic Food Groups Family Circle

Trade: Health/Medical Occupations

I. JOB TITLE: *Hospital Housekeeper*

II. JOB DUTIES:

Check room for articles left
Strip and make up beds
Collect soiled towels and put out clean ones
Remove shower curtain
Clean medicine cabinets, shelves and mirror
Shine faucets, scrub bathtub, put up new shower curtain, soap and glass.
Scrub floor
Empty wastebasket and ashtrays
Remove soiled paper linings from drawers and closet shelves; replace with clean paper
Vacuum rug
Dust all furniture and furnishings

III. WORKING CONDITIONS:

Pleasant, clean, rushed on occasion
Saturday, Sunday and holiday work
Stand, bend or stoop most of the time

IV. JOB REQUIREMENTS:

Good use of English
Neat and efficient appearance
Pleasant personality
No experience necessary
Possible union membership

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

How to use vacuum cleaner
How to wax wood furniture and clean painted baseboards
How to make beds
How to clean bathrooms

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: *Be able to read directions on various disinfectants, abrasives, deodorants, polishes and pesticides.*

Math: *Be able to compute quantities to determine proportions of various cleaning agents to water.*

Verbal: *Be able to follow instructions and communicate with fellow employees.*

Written: *Be able to complete a supply and repair sheet.*

ADDITIONAL JOB INFORMATION:

1) Disadvantages: *Work weekends and holidays.*
May be exposed to unpleasant sights and odors

2) Advantages: *Usually no evening shifts*

May be promoted to head housekeeper or with some sewing background, to linen room repair.

3) *Training opportunities: On the Job-Vocational Schools*

IX. *EVALUATION:*

As determined by team of teachers

COURSE: Health Medical Occupations

OCCUPATION: Hospital Housekeeper

NO. 5

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
... To become familiar with the procedure used to clean the different areas of the hospital ... To understand the importance of cleanliness to eliminate rodents and other hospital pests	... Daily care of patient's room and bathroom ... Daily care of halls, etc. ... Choice of assignments for motivation, evaluation and acquiring additional knowledge and skills	Pail Mop Duster Dust mop Cleaning solutions Pesticides	Disinfectant Sterilize Germicide Antiseptic Pesticide Rodent	How to be a Nurse's Aide in a Nursing Home Dorothy Erickson Reese, H.E.W. Being a Nursing Aide Robert J. Brady Co. Manual for the Nurse's Aide Delmar Field Trips Northern Westchester Hospital, Mount Kisco Putnam Community Hospital Carmel Westledge Nursing Facility Teacher Made Materials Worksheets Forms Outlines Transparencies Film Strips & Cassettes Housekeeping Orientation Safety in Housekeeping Bacteria Control Hospital Floor Care Custodial Duties Hospital Carpet Care

Trade: Health/Medical Occupations

I. JOB TITLE: Hospital Laundress

II. JOB DUTIES:

Wash and dry clothes
Separate white from colored
Set water temperature, add detergent, disinfectants, bleaches
Time drying cycle
Keep accurate count of articles
Fold or send to ironers
Sort according to department
Marking items
Feeding items into the flat ironer

III. WORKING CONDITIONS:

On feet most of day
Work in hot area

IV. JOB REQUIREMENTS:

Health test required
Basic qualifications needed are speed, good co-ordination, and manual desterity
Some mechanical aptitude and ability
Physical strength and endurance

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: May be required to read directions and instructions

Math:

Verbal: Be able to follow directions

Written:

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Work in hot area
Work a 6 day week
Usually start early in the morning

2) Advantages: Part time work available

3) Training opportunities: On the Job-Vocational Schools

IX. EVALUATION:

As determined by team of teachers

COURSE: Health Medical Occupation

OCCUPATION: Hospital Laundress

NO. 5

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
... To be able to do hospital laundry	... Operate various machines used in doing laundry ... Practice by doing all laundry used in lab ... Choices of assignments for motivation, evaluation and acquiring additional knowledge and skills for the Laundress	Washing machine Dryer Mangle Detergent Bleach	Detergent	How to be a Nurse's Aide in a Nursing Home Dorothy Erickson Reese H.E.W. Being a Nursing Aide Robert J. Brady Co. Manual for the Nurse's Aide Delmar Field Trips Northern Westchester Hospital, Mount Kisco Putnam Community Hospital Carmel Westledge Nursing Facility Teacher Made Materials

Trade: Health/Medical Occupations

I. JOB TITLE: Day Care Center Aide

II. JOB DUTIES:

Help children remove outer garments
Participate in games, read to children
Help with simple painting, drawing, handwork, songs and similar activities
Assist children in eating, resting and toileting
Help children develop habits of caring for own clothing and picking up and putting away toys and books
Maintain discipline
Serve food and regulate rest periods
Observe children for signs of illness, fatigue and over-stimulation
Keep records
Take children on short trips

III. WORKING CONDITIONS:

Work with and around children and other adults in well-lighted and ventilated play rooms.
Outdoors in restricted play areas during pleasant weather

IV. JOB REQUIREMENTS:

Be able to sit, stand and move around easily
Be free of any severe disfigurements
Have a pleasant speaking voice with no speech impediments
Pass chest x-ray examination given by Health Department
Have a driver's license

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Have full use of arms, legs, hand and fingers
Be able to distinguish colors
Read, write and speak English
Be able to assist in teaching children play and musical activities which contribute to their development

VII. JOB PRACTICE:

Shop and laboratory experience
Volunteers in nursery classes

VIII. ACADEMIC DEMANDS:

Reading: Able to read childrens' books
Able to read records and forms

Math: Time sheets and hourly rates

Verbal: Able to communicate well with children and parents
Able to communicate with other workers

Written: Able to keep records and fill out forms

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Some children's behavior problems disrupt classwork and parents often fail to cooperate in remedying.
Physical work involved in lifting, etc. is often very tiring

2) Advantages: May receive good fringe benefits

Working mothers may be able to work split shifts
Employment outlook is good

3) Training Opportunities: On the Job-Vocational Schools

IX. EVALUATION:

As determined by team of teachers

COURSE: Health Medical Occupations

OCCUPATION: Day Care Center Aide

NO. 6

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT. WORKBOOKS OTHER SUPPLIES
... To understand the value of nursery school ... To be aware of the needs and interests of the one to five year old ... To understand the importance of the different activities in a Day Care Center ... To become adapt at being aware of safety in the Day Care Center	... Plan the day by day activities of a Day Care Center and list them ... Work in a Day Care Center program ... Evaluate and improve the program ... Selected students to act as volunteers in head start and kindergarten programs ... Observe films, discuss and write an evaluation of them ... Choices of assignments for motivation, evaluation, and acquiring of additional knowledge and skills of the Day Care Center Aide ... Observe filmstrips and complete teacher made dittos for each	Childrens toys Arts and crafts supplies a) paint b) paint brushes c) paper Outdoor play equipment Record player Records Film projector Childrens films Pre-school children	Constructive discipline Introvert Extrovert Peers Sibling Competition Motivation Incentive Flannel graph Jealous Development	The Developing Child Chas. A. Bennett Co. Living and Learning With Children, Houghton Mifflin Co. FILMS All of the following films are obtained from New York State Health Department: Safety on the Play Ground A.B.C. of Babysitting To a Babysitter You're in Charge The Toddlers Hours of Hazard Answering the Childs Why Children Growing Up With Other People Children Learning by Experience Children's Emotions Children's Play Tears of Children The Frustrating Fours and Fascinating Fives He Acts His Age Helping the Child Accept The Do's Shyness Helping the Child Accept The Don'ts Meal Time Can Be a Happy Time Principles of Development The Terrible Two's and Trusting Three's Understanding Children's Play Food As Children See It FILMSTRIPS All of the following are from

COURSE: Health Medical Occupations

OCCUPATION: Day Care Center Aide

NO. 6 (Continued)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
				McGraw-Hill Book Co.: Special Daytime Problems Getting Acquainted Keeping Children Safe Keeping Children Happy Selecting Children's Clothing Selecting Children's Toys Teaching Desirable Habits FILMSTRIPS/CASSETTES The Child Care Worker Encyclopedia Britannica Baby Sitting FILMSTRIP/RECORD/BOOK Understanding Your Child Ages 1-5 Keeping Children Safe Keeping Children Happy Special Daytime Problems Getting Acquainted Teaching Desirable Habits FIELD TRIPS Nursery Schools Elementary Schools B.O.C.E.S. Professional Library-Arts and Crafts Books Teacher Made Materials Arts & Craft Projects Forms Transparencies Worksheets Evaluation Materials

Trade: Health Medical Occupations

I. JOB TITLE: L.P.N.

II. JOB DUTIES:

Take and record temperature, pulse, respiration and blood pressure of patients
Assist in bathing, walking and feeding patients
Preparation and care of patients receiving specialized treatment by physician or registered nurse
Preparation and care of equipment
Give selected medications such as cathartics, aspirin, vitamins, insulin, and sedatives
Give injections as prescribed
Observe, record, and report patient's condition
Application of simple dressings, hot and cold packs, ice bags
Under supervision, keep patients recovering from anesthesia or receiving infusions under constant observation
Notify physician or registered nurse of any changes or unusual reactions in patients
Administer first aid measures in emergency situations

III. WORKING CONDITIONS:

Work with and around others under usual hospital conditions
Have to travel and work in homes under a variety of conditions in performing private duty care
Be exposed to communicable diseases
Be subject to possibility of cuts from instruments, burns from sterilizers and infections from soiled materials
Be exposed to disagreeable odors and unpleasant sights
Be subject to possible strains from moving and lifting patients or equipment

IV. JOB REQUIREMENTS:

Meet the requirements for a New York State License as follows:
- *Be able to pass aptitude test*
- *Be at least 18 years of age*
- *Be of good moral character*
- *Be a U.S. citizen or have entered the country legally as a permanent resident*
- *Have completed a course of study and hold a certificate of a school approved for licensing giving a course in this occupation of not less than 9 months*

Pass the New York State licensing examination
Speak, read, and write English sufficiently well to absorb training, communicate with patients and staff
Undergo medical examination and be fingerprinted prior to employment
Have non-allergenic skin
Have good vision hearing (normal or corrected)
Be able to stand and walk for long periods of time
Be able to lift and move patients to and from bed, with assistance
Be able to handle delicate instruments and equipment
Be able to distinguish colors
Have good physical and mental helath
Be able to handle emergency situations
Be able to work under supervision and perform a variety of routine tasks
Be willing to follow prescribed procedures carefully and completely with realization that errors may have serious consequences for patients
Be sympathetic and tackful in dealing with patients

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Learn and apply technical training
Move hands and fingers rapidly and accurately to manipulate small objects
Follow instructions and established procedures carefully

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Be able to read and understand scientific information

Math: Knowledge of measurement, time, temperature

Verbal: Be able to understand and communicate with staff and patients

Written: Be able to record and report on all aspects of the patient's condition

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Work on weekends, holidays and rotating shifts is often required.
Exposure to communicable diseases
Possible strains from moving and lifting patients and equipment

2) Advantages: Part time work is available
May be employed in a variety of places such as hospitals, nursing homes, old age homes, private homes, etc.
Good fringe benefits
Uniform allowances, lodging and meals

3) Training Opportunities: Schools approved by the state to issue licenses

IX. EVALUATION:

As determined by team of teachers

COURSE: Health Medical Occupations

OCCUPATION: L.P.N. (Occupation Reviewed with Selected Students) NO. 7

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
... See Nurse Aide	... See Nurse Aide	See Nurse Aide	See Nurse Aide	See Nurse Aide

Trade: Health Medical Occupations

I. JOB TITLE: Health Attendant

II. JOB DUTIES:

Change bed oinens, wash and iron patient's laundry and clean the room
Buy food and prepare and serve meals for patients and other family members following diets
Assist patient into and out of bed or wheel chair
Assist patient up and down stairs
Assist patient and/or children in bathing and dressing
Massage patient and apply non-medical preparations and treatments such as liniment or alcohol rubs
Take and record temperature, pulse and respiration rate under professional direction
Keep record of food intake and output
Accompany ambulatory patient outside home, serving as companion and aid
Entertain patient in such ways as reading aloud, playing cards or other games

III. WORKING CONDITIONS:

Travel to patient's homes in all kinds of weather
Be exposed to communicable diseases and infections from soiled materials
Be exposed to disagreeable odors and unpleasant sights
Be subjected to possible strains from lifting and moving

IV. JOB REQUIREMENTS:

18 years of age or over
Speak, read and write English sufficiently well to communicate with patient and family members, take phone messages and keep simple records
Be able to cook plain meals
Provide own uniform
be in good physical health

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Follow instructions in doing assigned work
Pay attention to details in planning daily schedule
Handle and manipulate household equipment
Be able to stand and walk for long periods of time
Be able to lift

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Be able to read instructions

Math: Must be able to tell time, count accurately, and know fractions and measurement

Verbal: Be able to communicate with patients

Written: Be able to keep records and write reports

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Many jobs are short-term and income is subject to wide fluctuations
Work hours include weekends, evenings and holidays
Work environment is often unpleasant

2) Advantages: Part time work available
May receive travel expenses, meals, lodging

3) Training Opportunities: Vocational Schools

IX. EVALUATION:

As determined by team of teachers

COURSE: Health Medical Occupations

OCCUPATION: Home Health Attendant

NO. 8

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
... See Nurse Aide ... See Tray Girl ... See Hospital Housekeeper	... See Nurse Aide ... See Tray Girl ... See Hospital Housekeeper	See Nurse Aide See Tray Girl See Hospital Housekeeper	See Nurse Aide See Tray Girl See Hospital Housekeeper	See Nurse Aide See Tray Girl See Hospital Housekeeper

PERSONAL SERVICE OCCUPATIONS

Trade: Personal Service Occupations

I. JOB TITLE: Hotel/Motel Housekeeping Aide

II. JOB DUTIES:

Remove trash and clean trash containers
Remove used bed linens and towels and replace with clean ones
Make bed using fresh linen
Clean windows, mirrors, electrical cords, television screens, telephones, surfaces of furniture, walls, doors, ceiling, chairs, draperies
Clean and disinfect bathroom vanities, basins, toilets, tubs and shower curtain
Clean and disinfect bathroom surfaces and floors
Vacuum and spot clean carpets
Supply tissues, soap, glasses, matches, ashtrays
Check Bibles, telephone books, writing materials and replace as needed
Report items found which are left by guests
Report repairs which may be needed in area
Keep written reports on rooms as required by housekeeper
Keep supply cart stocked

III. WORKING CONDITIONS:

May require Saturdays, Sundays, holidays, split shifts
Necessary to be tactful with guest

IV. JOB REQUIREMENTS:

Be able to get along well with others
Be healthy-physically strong
Have basic reading and writing
Be responsible, honest and dependable
Be neat and clean in appearance
Be mentally able to comprehend
No experience necessary

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Be able to follow written directions in sequence
Be able to communicate effectively with housekeeping personnel and guests
Be aware of principals of hygiene and public health

VII. JOB PRACTICE:

Laboratory/Simulated environment

VIII. ACADEMIC DEMANDS:

Reading: Be able to read and follow simple directions

Math: Be able to count

Verbal: Report items found which are left by guests
Communicate with guests and co-workers

Written: Keep reports on rooms as required by the housekeeper

Trade: Personal Service Occupations

I. JOB TITLE: Institutional Housekeeping Aide
(Nursing Home/Hospital/Commercial Buildings)

II. JOB DUTIES:

Empty ashtrays and waste paper baskets and reline the containers
Dust surfaces of furniture in the room
Dust and damp mop floors, in rooms and halls
Vacuum rugs in rooms and halls
Clean and disinfect bathroom
Change linens and make beds as necessary
Replenish toilet tissues, paper towels and soap

III. WORKING CONDITIONS:

May be required to rotate and work on weekends, holidays and shifts
Subject to infection
Stand, bend or stoop most of the time

IV. JOB REQUIREMENTS:

No experience necessary
Be able to read and write
Be healthy-physically strong
Be neat and clean in physical appearance
Be able to work under supervision

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Be able to follow written directions in sequence
Be able to communicate effectively with fellow workers, personnel, patients and customers
Be aware of the principles of hygiene and public health

VII. JOB PRACTICE:

Laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Be able to read simple signs and directions

Math: Be able to count

Verbal: Be able to communicate effectively

Written: Keep reports as requested by the housekeeper

COURSE: Personal Services

NO. 1

OCCUPATION: Hotel - Motel Housekeeping Aide

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To be aware of factors effecting availability of employment. ... To understand the importance of preparation for work. ... To know where to seek information regarding work. ... To be aware of the changing roles of men and women in the world of work. ... To be aware of the benefits of regular employment to the individual. ... To develop a wholesome attitude toward work. ... To develop personal values ... To be aware of one's personal skills, competencies and talents as well as limitations. ... To be able to tell time accurately ... To be able to keep a weekly time card ... To be able to: Tell time Add and subtract hours Add and subtract money Figure gross and net pay. Manipulate fractions	... Collect pictures, statistics and other information for bulletin board showing prosperous and destitute times in our history. ... Discuss history of changes in employee income level. ... Discuss job market demand for skilled workers and decrease in unskilled jobs. ... Discuss increase in part time and service-type jobs. ... Discuss shorter work week. ... Discuss increase of women in labor force. ... Discuss wider opportunity for trained workers. ... Discuss the change in society's attitude toward "men's jobs" and "women's jobs". ... Construct collages of: What is important in my life today? What will probably be important a year after graduation? What will probably be important ten years after graduation? What will probably be important at retirement ... Discuss collages: Why important?	Teacher made charts Scissors Paste Oak Tag Teacher made vocabulary lists Filmstrip projector Screen Teacher made math work sheets Time Money Pay Fractions Budgeting Film Projector Messy motel room Suitcase Job application forms Personality rating form Personal habit rating form Clean fresh uniform Clean, well fitting shoes Room pass key "Do Not Disturb" sign Hot water Soap Water Paper Towels Wastepaper basket Chemical disinfectants Warm water Mops Brushes Cleaning cloths Maids cart Detergent Cleaning solvent Waxes	VOCABULARY Employment Skilled worker Unskilled worker Income Job Market Part-time Service Type Jobs Work Week Labor Force Living Standard Automation Personal Satisfaction Financial Security Independence Self Respect Employment Agency N.Y.S. Employment Service School Guidance Office Chamber of Commerce Want Ads Social Security Dependents Previous Employment Maintenance Standards Sanitation Cleanliness Facility Motel Chain Nursing Home Retirement Community Dormitories Comfort Service	Newspapers Magazines Social Security Application Forms Chalkboard Bulletin Board FILMSTRIPS (On Hand) 1. Paying Your Bills 2. Spending Your Money 3. Buying Insurance 4. Making Money Work For You 5. Borrowing Money TEXT Mathematics for Living, Book 2 Pruitt Press, Inc. FILMS Your Family Budget Coronet Films Why Budget? McGraw-Hill WORKBOOK Application Form F.E. Richard Pub. Company

COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 2

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To be able to prepare a budget. ... To be aware of the scope of this occupational field. ... To be aware of the places that employ people for this type of work. ... To understand the value of this work to guest, employer and self. ... To understand the personal benefits of employment as a Hotel/Motel aide. ... To be aware of the importance of hours-keeping as a major function in hotels motels and hospitals. ... To be familiar with the duties assigned to the housekeeping department. ... To understand the principles involved in the housekeeping duties. ... To be aware of the qualification for employment as a hotel/motel aide. ... To be aware of one's personality strengths and weaknesses. ... To develop a plan to improve on personality weaknesses. ... To develop good grooming habits. ... To understand the principles of safety.	Are all equally important? Can we do without some? How can we attain the most important? ... Give oral reports on some aspect of having vs. not having (ex): Personal knowledge of having or not having. Newspaper article. Ghetto crime. Welfare. ... Discuss future: "Dreams" vs. reasonable expectations Fiction vs. Non-fiction TV vs. the real world ... Speakers present information on employment and services offered by their organizations: N.Y.S. Employment Service Private Employment Agency. Chamber of Commerce Local newspaper Social Security Office ... Fill out applications for Social Security cards. ... Field trips to: N.Y.S. Employment Service Office Employment agency. Chamber of Commerce	Insect sprays Abrasives Polishes Bleaches Softeners Brooms Sponges Vacuum Dust mop Wet mop Dust cloths Brushes Scrub Radiator Toilet Stationery Sani-bags Menu Services directory Toilet seat band Laundry bags and lists Comment slips Tissues Matches Glasses Linens Toilet tissues Pail Language Master Language Master cards containing vocabulary words Job assignment sheets Pencils Supply cart Room supplies Maid's basket Spray detergent	Complaint Dismiss Manager Attitude Personnel Raise Self-respect Security Independence Self-support Fringe benefits Deductions Gross Pay Net Pay Hourly Rate Salary Residence References Social Security Number Marital Status Siblings Honesty Responsibility Courteous Orderliness Efficient Attitude Cooperative Tactful Willingness Dependable Promptness Appearance Stamina Alert Employer Employee	REFERENCES Hotel & Motel Housekeeping Aid U.S. Department of H.E.W., Office of Education TEXT Being A House-Keeping Aide Hospital Research and Educational Trust The Correct Maid for Hotels & Motels Ahrens Pub. Co. FILM STRIPS Housekeeping Safety Trained Corp. FILMS Safety in the Home N.Y.S. Dept. of Health Home Homicide N.Y.S. Dept. of Health First Aid Now Association Films

COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 3

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To be able to identify safety hazards. ... To be aware of possible consequences of not rectifying hazardous conditions ... To be aware of practices that help prevent accidents. ... To use safe techniques in the use of cleaning supplies and equipment. ... To understand that proper dress and grooming contribute to safety. ... To be aware of the practices and habits that lessen the probability of accidents. ... To be familiar with emergency procedures. ... To understand the importance of starting the work day effectively. ... To understand importance of good grooming. ... To be able to follow the checkin procedure for work. ... To understand the importance of extending friendly and courteous service to all guests. ... To maintain a cooperative relationship with team members. ... To understand the correct procedure for entering a room. ... To understand the principles of sanitation and disinfection control.	... Practice telling time ... Practice keeping weekly time cards. ... Practice: Figuring time-hrs./mins. Adding hours Subtracting hours Adding money Subtracting money Figuring gross pay Figuring deductions Figuring net pay Working with fractions 1/2's and 1/4's ... Discuss the why's and how's of budgeting. ... Practice preparing budgets. ... Discuss contribution of this work to the American way of life. ... Discuss people who travel frequently as part of their job. ... Discuss the similarity of employment in the following: Hotels Motels Hospitals Nursing Homes Children's Homes Retirement communities. Individual Homes Business establishments. Dormitories	Cleaner Spray disinfectant Bowl mop Air freshener Glass cleaner Printed supplies Envelopes Postcards Room service Telephone book Credit card applications Comment slips Bible Matches Ash trays Wrapped soap Sterilized Disposable Container for ice cubes Cleaning and dusting cloths Disposable bags Room inspection sheet Air conditioner Waste can Assignment sheet Beds Mattresses Fitted sheets Large sheets Bed pads Blankets Spreads Pillows Pillow cases Laundry bag Spring Soft cloths Cardboard	Experience Hazard Electrical Outlet Plug Unattended Accident Prevention Frayed Haste Cords Break Connection Work Habits Punctual Delay Telephone Daily Shower Bath Deodorant Personal Hygiene Uniform Routine Checking In Housekeeper House Rules Pass Key Linen Room Pleasant Appearance Courteous Cooperative Dependable Honest Lock Indicator	TEXTS The Correct Maid Hayden Pub. Co. FILM How To Be Well Groomed Univ. Missouri TEXT Teaching Desirable Habits McGraw-Hill Book Company TEXT Being a Housekeeping Aide FILMS Keep It Clean Huntington Labs, Inc. What Now? National Institute of Rug Cleaning, Inc. FILM STRIPS Bed Making Once Around Holiday Inn REFERENCES Housekeeping Manuel Holiday Inn

COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 4

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To be able to recognise area in need of cleaning ... To be able to select and use supplies, tools, equipment and techniques appropriate to the cleaning task at hand. ... To be able to properly clean a variety of surface areas and finishes. ... To be able to improvise equipment for cleaning tasks as necessary. ... To be able to change and make beds. ... To know how to properly dispose of different types of rubbish. ... To be aware of the frequency with which different housekeeping chores are to be done. ... To be able to clean a guest room properly in a reasonable amount of time. ... To be able to complete and/or read necessary forms and schedules. ... To be aware of the need to control pests and rodents ... To understand the proper procedure for stocking the supply cart. ... To be able to inspect a room for "checkout" and "stay over".	... Question friend, relatives, teachers, etc. about stays in motels or hotels and give oral reports covering: Comfort Cleanliness Attitude of hotel personnel Things that please Things that displease ... Role play guest being shown into a messy or poorly cleaned motel room. ... Role play meeting between manager and maid discussing: Poor work Good work ... Discuss repeat business ... Discuss how a good or bad experience could effect other motels in a chain. ... Role play satisfied salesman leaving for another city after night's stay. ...Role play dissatisfied salesman leaving for another city after night's stay. ... Discuss: Security of employment Self-respect Independence of self support Job availability Salary	Polish Spray air freshener Abrasive cleanser Detergent solution Window cleaner Clean cloths Special tile cleaner Pail with sponge Clean water Stiff brush Rubber gloves Disinfectant Bowl brush Germicidal detergent and brush Sponge mop Bucket Spotting kit Club soda Clorothene Shampoo solution Shallow inside pan Lamb's wool applicator Warm water towel Solvent-dry cleaning fluid Cold water, follow with ammonia Allow to dry, brush off with vacuum Scrape off, apply clorothene Vacuum cleaner attachments Dust pan Waste receptacle Newspapers Cleaning agent Wet mop bucket Two bucket dolly on casters	"Do Not Disturb" Sign Occupied Vacant Maid Occupant Habit Frequent Hand Washing Bacteria Germs Hygiene Clean Surface Sanitary Boiling Chemical Disinfectant Detergent Solvent Abrasives Bleach Softeners Stationery Sani-bags Disinfect Kitchenette Lavatory Patio Damp Mop Corridor Stripping Airing Verticle Horizontal Recommendations Occasionally Room Report	Let's Clean House Proctor & Gamble Helpful Hints for Shareton Maids Shareton Corp. Housekeeping for Hotels, Motels, Hospitals, Clubs, Schools Hayden Book Co. Motel Planning and Business Management W.C. Brown Co. Household Equipment Principles Prentice-Hall, Inc. FILM STRIPS By Trainex Housekeeping Orientation Custodial Duties Hospital Floor Care Hospital Carpet Care Equipment Cleanliness Housekeeping Manual Holiday Inn

COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 5

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To understand how to check a room for valuable items which may be left behind. ... To be able to air a room properly. ... To be able to remove trash and extra items and deposit them in their proper places. ... To be able to fill out room report indicating condition of room. ... To be able to prepare vacated rooms for new guests. ... To be able to strip the bed of soiled linen. ... To understand how to handle soiled linen. ... To be able to make a bed using the "Once Around Method". ... To be able to clean brass fixtures properly. ... To understand the correct procedure for cleaning a bathroom. ... To be able to properly clean the medicine cabinet, mirrors, light fixtures, wall tile. ... To be able to clean and polish the tub and wash bowl. ... To understand how to wipe the sliding glass doors	Fringe benefits ... Take field trips to hotels, motels, nursing homes, hospitals, etc. ... Discuss personal traits: Honest-dishonest Responsible-irresponsible Courteous-rude Orderliness-untidiness Efficient-incompetent Good attitude-poor attitude Cooperative-uncooperative Tactful-tactless Willingness-obstinance Dependable-undependable Promptness-tardiness Good appearance-dishevelled Good health-poor health ...Complete personality rating sheet and personal habit rating sheet. ... Construct bulletin board of people groomed appropriately and in-appropriately for different activities such as: Applying for a job Work as a hotel/motel aide. ... Set up criteria for proper grooming for different situations.	Liquid soap Vacuum for dry cleaning Cleaning pails Soluble alkalis Water emulsion Damp cloth Step ladder Pronged brush Magazines Room Service Bag Hangers	Double Single Vacancy Occupied Bible Menu Material Tissues Directory Wrapped Inspection Check Out Stay Over Found Valuable Items Jewelry Wallets Night Gown Bathrobe Slippers Windows Air Conditioner Filter Odors Stale Fresh Air Articles Trays Trash Bottles Disposable Room Report Light Bulbs Damage Missing Items Personal Articles	FILM STRIP Bed Making Once Around Holiday Inn FILM STRIPS By Trainex Hospital Floor Care Custodial Duties

COURSE: Personal Services

NO. 6

OCCUPATION: Hotel - Motel Housekeeping Aide

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
or shower curtain properly. ... To know how to clean inside of toilet bowl with a brush. ... To know how to clean a toilet seat. ... To know how to apply paper band on toilet seat indicating sanitary cleaning. ... To know how to wash bathroom floor. ... To understand care for carpets. ... To know how to vacuum ... To know how to spot clean carpets. ... To understand, operate and care for a vacuum cleaner. ... To understand how to dry mop a floor. ... To understand how to wet mop a floor. ... To understand the importance of caring for cleaning equipment. ... To understand the importance of caring for and maintaining different types of floors. ... To know how to apply liquid wax. ... To understand how to dust. ... To know how to dust venetian blinds. ... To know how to replace missing room supplies.	... Evaluate one's own grooming habits and discuss them orally or in writing. ... Select one or two grooming habits to work on at home for one week. Report on progress. ... In room: ... Turn on lights before entering darkened room. ... Empty waste paper baskets by turning upside down over old newspapers. ... Use good body mechanics to avoid back strain. ... Use care in handling furniture to avoid splinters or cuts. ... Discuss possible safety hazards in hotel or motel housekeeping situations. ... Construct bulletin board of sketches, drawings and picutres of hazardous situations and accidents caused by same. ... Give oral and written reports on newspaper articles about accidents caused by allowing hazardous situations to persist. ... Discuss and illustrate: Inadequate lighting Hazardous furniture arrangement. Unmarked glass doors Dangerous floors or rugs		Soiled Linen Dangerous Handle Hazard Parasites Germs Smooth Straighten Miter Corner Bed Spread Mattress Tucking Complete Edge Place Sheets Stack Cardboard Wipe Metal Apply Shine Uniformly Bathrooms Medicine Cabinet Mirrors Tile Bowl Abrasive Stiff Light Fixture Sanitary Agent Bucket Ammonia Clorothene Club Soda	

COURSE: Personal Services

NO. 7

OCCUPATION: Hotel - Motel Housekeeping Aide

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	Unsafe stairs Slippery floors Tripping and climbing hazards Clutter Faulty labeling Frayed wires Loose connections Broken glass Haste Poor work habits Carelessness ... Discuss ways of preventing accidents: Practice self control Safe working practices concerning electricity, glass, mobile units and cleaning supplies and equipment. Use of good body mechanics Use of step stools or ladders when needed. Wiping up spills immediately. Use of handles and knobs when opening and closing doors. Emptying ash trays and waste baskets properly. ... Discuss, demonstrate and practice emergency procedures. Survey situation. Notify manager or supervisor.		Vacuum Cleaner Performance Light Weight Heavy Duty Electric Appliance Plug Bag Removal Brush Clear Floor Bucket Dolly Caster Synthetic Detergent Surface Soil Detrimental Agents Abrasives Grease Oil Acids Strong Alkaline Dust Proper Protect Finish Remove Improve Appearance Damp Varnished Surfaces Polish Frequently	

COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 8

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	Contact appropriate specialised personnel ... Present case problems involving accidents due to poor work habits. Have students discuss causes and prevention. ... Through brainstorming session compile a list of safety hazards from within building and students suggest measures for eliminating them. ... Discuss dress and grooming practices as related to safety. Unsafe shoes Restrictive garments Gaping pockets Flowing sleeves Loose, flying hair ... Construct bulletin board featuring unsafe situations due to improper clothing or grooming. Use drawings, magazine pictures, etc. ... Discussion ... Role playing ... Film strips ... Proper dress for work ... Demonstration and practice. ... Methods of checking in ... Role play various situations between team members and between the aide and the guest.		Grain Wood Fold Expose Underside Step Ladder Insert Lower Full Length Slats Fly Swatter Hangers	

COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 9

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	... Demonstrate and practice the correct procedure for entering the room. ... Role play ... Discuss, demonstrate and practice ... Proper handwashing ... Discuss, demonstrate and practice the care and cleaning of the following materials: Fabrics Plastic Paper Rubber Linoleum Vinyl Metals Glass Leather Wood ... Include products, tools and equipment to be used and the methods for using them. ... Discuss, demonstrate and practice the care and cleaning of the following finishes Porcelain Varnish Shellac Paint Stain Wax ... Exhibit products used in cleaning. ... Have individuals select			

COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 10

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	a product, read the label and tell class what the product is used for, what materials to use it on, how to use it, what precautions to use, etc. ... Exhibit tools used in cleaning and discuss their use. ... Take a field trip to store and make survey of cleaning products. Make notes of weight, cost and manufacturer's recommendations for using. ... Discuss different areas of institutions which are to be cleaned. Sleeping rooms Meeting rooms Kitchenette Offices Labatories and baths Corridors Stairways Porches Patios ... Compile lists of chores which are to be done daily, weekly and occasionally. ... Make a list of items on a properly loaded maid's cart. ... Discuss, demonstrate and practice the proper sequence of procedures and methods of cleaning:			

COURSE: Personal Services

NO. 11

OCCUPATION: Hotel - Motel Housekeeping Aide

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	Guest room Bathroom Kitchenette Meeting rooms ... List these procedures and methods and use as a study chart. ... From memory list steps in cleaning a guest room, sanitizing a bathroom, and cleaning kitchenette. ... Discuss, demonstrate and practice the use of "Do Not Disturb" sign. ... Teacher made job assignment sheets to be checked off by student at completion of job. ... Demonstrate and practice ... Discuss, demonstrate and practice inspecting a room for "checkout" and "stay over". ... Discuss and role play finding a valuable item left by guest. ... Discuss, demonstrate and practice airing a room. ... Practice proper method of handling waste: Small waste cans Bags Large trash containers ... Discuss, demonstrate and practice filling out room report. ... Discuss, demonstrate and			

COURSE: Personal Services

NO. 12

OCCUPATION: Hotel - Motel Housekeeping Aide

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	practice preparing vacated room for new guest. ... Discuss, demonstrate and practice stripping bed and disposing of soiled linen. ... Discuss, demonstrate and practice: Returning lost items Airing the room Discarding magazines, newspapers, etc. Reporting evidence of pests Polishing wood Cleaning lights Removing spots and stains Airing the bedding Turning the mattress Checking the drawers Cleaning the closet Gatherine and replacing bath linen Cleaning and disinfecting toilet, wash basin, tub, shower, soap dish and tooth brush holder. Reporting damage or missing articles. Checking the operation of windows, blinds, lights, TV, air conditioners, etc. Emptying waste baskets ... Show film strip "Bed Making Once Around." ... Demonstrate and practice			

COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 13

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	correct procedure for making a bed "Once A-round". ... Discuss, demonstrate and practice cleaning brass fixtures. ... Discuss, demonstrate and practice the proper care of bathroom including walls floors and fixtures. ... Demonstrate and practice cleaning sliding glass doors, shower curtain, toilet bowl and seat, and bathroom floor. ... Demonstrate and practice applying paper band to toilet seat. ... Demonstrate and practice on different types of rugs. Shag or loop nylon Plush nylon Acrylic loop plush Wool loop plush Level twist Ax minster wool ... Have students spot clean some common stains Sugar drinks Oil-grease-tar Milk, blood Pet stains Mud Candy and gum ... Demonstrate and practice removing and replacing bags in the cleaner,			

COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 14

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	how to use the attachments. ... Discuss, demonstrate and practice dust mopping a floor surface. ... Discuss, demonstrate and practice wet mopping a floor. ... Demonstrate and practice how to care for: Wax applicators Soft brushes ... Demonstrate and practice. ... Student will dust the following areas with treated cloth. Dust high places first. Door Closet Head boards Night stand Telephone Pictures Air-conditioner Patio rails Window frame Lamps Television Chairs Desk ... Demonstrate and practice cleaning venetian blinds. ... Discuss, demonstrate and practice proper dusting methods.			

COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 15

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	High Low Verticle Horizontal ... Discuss, demonstrate and practice proper floor care: Vacuuming Dust mopping Damp mopping Wet mopping Stripping Waxing ... Discuss, demonstrate and practice proper methods of cleaning windows and mirrors. ... Discuss, demonstrate and practice role playing the proper way to enter guests room. ... Define vocabulary words on teacher made sheets. ... Review vocabulary words orally. ... Use Language Master to review vocabulary words. ... Take field trips to: Motel Hotel Nursing Children's Home Hospital ... Introduce, show and discuss appropriate films			

COURSE: Personal Services

OCCUPATION: Hotel - Motel Housekeeping Aide

NO. 16

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	and film strips. ... Practice completing room and job assignment forms. ... Practice reading work schedules, occupancy forecast sheets, staff assignment sheets, room inspection form. ... Demonstrate and practice. ... Replace room supplies in the following places. A. Night stand Ash tray & matches Telephone directory B. Table Bible Current Inn Magazine Current Inn Directory C. Desk - on top Credit Card Applications Comment slip Ash Tray & Matches D. Desk - in drawers Fly swatter Sani-bags Room service menu Directory of services 1 "Do Not Disturb" sign Stationery bag containing 4 pieces stationery, 2 envelopes,			

COURSE: Personal Services

NO. 17

OCCUPATION: Hotel - Motel Housekeeping Aide

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	2 post cards. E. Closet Laundry bag with lists Correct number of hangers			

FOOD TRADES

OCCUPATIONAL READINESS CENTER

COURSE: FOOD TRADES

UNITS:

First Quarter:
Sandwich Maker
Salad Maker
Beverage Maker
Dishwasher (See Potwasher)
Counterperson, Short Order Cook
Cashier
Cook/Chef
Cafeteria Worker-Steamtable Worker
Waiter - Waitress
Baker and Baker's Helper
Kitchen Helper

Second Quarter: Same as First Quarter.

Third Quarter: Same as First Quarter.

Fourth Quarter: Same as First Quarter.

Trade: Food

I. JOB TITLE: Sandwich Maker/Salad Maker

II. JOB DUTIES:

Makes all fillings, spreads and sandwiches
Prepares all ingredients for sandwich fillings and spreads
Prepares and packages all sandwiches
May prepare garnishes, such as cole slaw, for sandwiches
Cleans work area and utensils used.
Keeps records of sandwiches prepared and served

III. WORKING CONDITIONS:

Well lighted, ventilated work area
Cooler area of kitchen to work in as minimum cooking area
Standing, bending, lifting
Work in relatively confined area
Subject to cuts
Rotating shifts, days off; holiday work

IV. JOB REQUIREMENTS:

18 years of age
Some experience in food work helpful

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Quick efficient; hand/finger dexterity
Hand-eye coordination
Good memory
Able to follow instructions

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Able to read printed menu, food lists, can and package labels
Math: Simple math computations; number of slices of bread, number of sandwiches sold
Verbal: Able to be adequately understood by co-workers
Working knowledge of English so instructions may be understood
Written:

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Weekend/holiday work
Rotating shifts and days off
Standing, walking, lifting during shift
Generally warm and noisy

2) Advantages: Steady, constant employment opportunities
Good chance of advancement, with additional training
Good employee benefits

3) *Training opportunities: On the job Vocational/Trade Schools*
Restaurant/hotel training schools
Armed forces

IX. EVALUATION: As determined by team of teachers

COURSE: Expl[redacted] Food Trades

OCCUPATION: Sandwich Maker

NO. 1

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To become familiar with various types of breads and rolls ... To become acquainted with different types of sandwiches ... To understand importance of sanitation and safety ... To make and serve sandwiches attractively ... To understand the need to wrap properly	... Make a simple sandwich a) White bread b) Rye bread c) Pumpernickel d) Whole wheat e) French, Italian f) Hamburger and hot dog rolls g) Hard rolls h) Sandwich buns ... Sandwich variations a) Salad type b) Triple decker c) Open d) Grilled e) Hot f) Party type ... Wrapping of sandwiches ... Use and preparation of garnishes ... Working sandwich station during operation of restaurant/cafeteria ... Bulk sandwich making ... Choices of assignments for motivation, evaluation, and acquiring of additional knowledge and skills in sandwich making	Cutting board Knives Bowls Saran wrap or baggies Breads/Rolls Measuring utensils Mixing spoons Slicer Scale Sandwich fillings (Cold cuts, salad fillings,etc.)	VOCABULARY Mince Dice Chop Cream Slice Grill Garnish Diagonal Drug Store wrap Whole wheat Pumpernickel Triple decker Condiment Contaminate MATH Fractions Measuring-weight scoop size, etc. Quantity	Food Preparation Our First Foods Book McCalls Cook Book Commercial Foods Mathematics FILMSTRIPS Sandwiches, Pepperidge Farms FILMS It Happens Every Day Skill Counts at the Sandwich Counter FIELD TRIPS I.B.M. Reader's Digest McDonald's Grandma's Pies Teacher Made Materials

COURSE: Exploring Food Trades

OCCUPATION: Salad Maker

NO. 2

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To understand the importance of safety and sanitation ... Identify the various types of salad greens ... Know how to handle salad ingredients ... Become acquainted with different types of salad dressings. Be able to identify and know when to use them ... Be able to make all types of salads and know when to use them ... To make and serve salads attractively ... Know how to use garnishes	... Wash, section and store salad greens ... Make a tossed salad ... Prepare other salads using greens ... Prepare salad bowls ... Prepare salad plates ... Prepare other types of salads a) Meat and egg salads b) Chef salad c) Vegetable salads d) Molded e) Fruit f) Frozen g) Salad fillings for sandwiches h) Fish salads ... Prepare various salad dressings a) French b) Boiled c) Mayonnaise ... Using salads as appetizer, main course, dessert, accompaniment ... Choices of assignments for motivation, evaluation and acquiring of additional knowledge and skills as a salad maker	Bowl Colendar Cutting board Knife Oil Vinegar Seasonings Measuring spoons Measuring cups Wooden spoon Scoops	VOCABULARY Chop Dice Mince Garnish Contaminate Shred Gelatin Colendar Strainer Boil Peel Pare Core Appetizer Chef salad Combination salad Cole slaw Waldorf salad Tossed salad Potato salad Macaroni salad Caesar salad Kinds of lettuce (bibb, romaine, etc.) Julienne Entree MATH Measuring Fractions	Food Preparation Our Second Foods Book Commercial Foods Mathematics FIELD TRIPS I.B.M. Kitchen Northern Westchester Hospital Charlie's K-Ranch Teacher Made Materials

Trade: Food

I. JOB TITLE: Beverage Maker

II. JOB DUTIES:

Prepare all hot beverages, supply the cold beverages and maintain beverage service area
Prepares coffee, tea, hot chocolate, iced tea
Fill beverage dispensers if used
Pour juices and other liquids as instructed
Insure sugar, cream, lemon containers filled
Clean beverage area and equipment
May help in other areas as needed
May help in pantry area as needed

III. WORKING CONDITIONS:

Well lighted, ventilated work area
Cooler area of kitchen to work in as minimum cooking area
Standing, bending, lifting
Work in relatively confined area
Subject to cuts
Rotating shifts, days off; holiday work

IV. JOB REQUIREMENTS:

Age: 18
Uniform required and provided by employer

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Quick, efficient; hand/finger dexterity
Good hand-eye coordination
Good memory
Able to follow instructions

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Able to read printed menu, food lists, can and package labels
Math: Simple math computations; number of ounces, etc.
Verbal: Able to be adequately understood by co-workers
Written:

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Weekend/holiday work
Rotating shifts and days off
Standing, walking, lifting during shift
Generally warm and noisy

2) Advantages: Steady, constant employment opportunities
Good chance of advancement, with additional training
Good employee benefits as a full-time employee

3) *Training opportunities: On the job Vocational/trade schools*
Restaurant hotel training schools
Armed Forces

IX. EVALUATION: As determined by team of teachers

COURSE: Exploring Food Trades

OCCUPATION: Beverage Maker

NO. 3

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To be aware of safety ... To make a good cup of coffee ... To make iced coffee ... To serve a cup of coffee ... To make a good cup of tea ... To make Hot chocolate and cocoa ... To know proper procedure for making chocolate milk ... To make punch ... To garnish punch bowl ... To make juices and cut fruits	... Make a pot of coffee a) Percolate b) Electric percolater c) Burns-o-matic d) Drip e) Urn ... Make iced coffee and tea a) Regular strength b) Double strength ... Make a pot of tea using a) Loose tea b) Tea bags ... Make old fashioned hot chocolate a) Sweetened cocoa b) Unsweetened cocoa c) Syrup ... Make chocolate milk ...Make punch ... Make decorative molds for punch bowl ... Reconstitute frozen juices ... Choices of assignments for motivation, evaluation, and for acquiring additional knowledge and skills required of a beverage maker	Coffee pot Measuring cup Measuring spoon Coffee Cup Saucer Spoon Ice Cubes Sugar Cream Tea pot Pot to boil water Large glass Lemon Mixer Cocoa (sweetened and unsweetened) Syrup-chocolate Milk Cream	VOCABULARY Percolater Drip Silex Grinds Filter Ground Sieve Stem (tube) Basket Lid-dome Steep Brew Scorch Skim milk Evaporated milk Condensed milk Powdered milk Sour milk Half and Half Non dairy MATH Measuring, liquid, dry, (instant, powdered)	McCalls Cook Book First Foods Book Teacher Made Materials

Trade: Food

I. JOB TITLE: Dishwasher/Potwasher

II. JOB DUTIES:

Responsible for washing and storing of all eating and serving dishes, silverware, glasses; washing and storing of all kitchen utensils and equipment
Scrapes, washes, rinses, dries, sorts and stacks dishes, glassware, silverware, trays, pots, pans and kitchen utensils
Uses soaps and detergents
May be required to operate dishwashing machine
May get and distribute supplies
Polish copper pots, pans and utensils and hang them on racks
May sweep and mop floors
May wash kitchen windows
Bus dishes
Remove garbage cans
Actual duties depend on the size of the operation
In large institutions dishwasher may only be required to do one job

III. WORKING CONDITIONS:

Work area hot and damp
Cannot be allergic to soap or detergents
Hands always wet, subject to cuts and scratches
Work weekends/holidays, split shifts, evenings
Rotating days off

IV. JOB REQUIREMENTS:

16 years of age with work permit
Must be able to lift heavy baskets of dishes
Must be able to stand for long periods of time

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

None other than ability to be able to get to work on time each day

VII. JOB PRACTICES:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: None
Math: None
Verbal: Be able to speak and comprehend the English language
Written: None

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Unpleasant working conditions

2) Advantages: Fair opportunity for part-time jobs
Employee benefits for full time employees
Meal allowance
Opportunity to be trained for more skilled job

3) *Training opportunities:* On the job

IX. EVALUATION: As determined by team of teachers

COURSE: Exploring Food Trades

OCCUPATION: Dishwasher/Potwasher

NO. 4

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To be able to perform the duties of potwasher/ dishwasher ... To be aware of the need for strict sanitary controls in the dish area	... Separate dishes, silver, glasses ... Wash dishes and pots in dishwashing area of kitchen ... Return dishes, silver trays utensils, etc. to proper area ... Wash pots and pans a) Soak b) Scour ... Choices of assignments for motivation, evaluation and acquiring of additional knowledge and skills as a dishwasher	Dishes Pots Glasses Trays Silver Cups Saucers Dishes Soda glasses Detergent Brillo Dish racks Silver containers Measuring spoon	Detergent Rinse Soak Scour Sterilize MATH Measuring-liquid, dry	FILMSTRIPS Dishwashing in a Hospital, Trainex Corp. FIELD TRIPS I.B.M. Kitchen Reader's Digest

Trade: Food

I. JOB TITLE: Counterperson

II. JOB DUTIES:

Serves customers at a food counter
Supplies customers with place settings
Takes customers orders and repeats them to cook, orally or in writing
Serves orders
May prepare short orders on grill, make coffee, salads, sandwiches
May prepare soft drinks, make milk shakes, ice cream sodas, etc.
May cut cakes and pies
May write checks, accept payment, issue change, use cash register
Removes soiled dishes
Keeps counter clean; work area and equipment as well
May sweep floors
May wash or bus dishes
May also sell candy, cigarettes, cigars, newspapers, magazines

III. WORKING CONDITIONS:

Stand in warm, humid conditions in spite of ventilation
Work under heavy pressure during meal hours
Must move rapidly most of the time
Work weekends/holidays/evenings/irregular hours
Rotating days off

IV. JOB REQUIREMENTS:

16 years of age with work permit

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Interest in food preparation
Desire to serve others
Change making ability
Quick and efficient; good manual dexterity
Basic food preparation skills

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Able to read and comprehend menus, recipes, instructions, package labels
Math: Able to perform basic math computations
Recognize numbers for writing on saleschecks
Able to make change
Verbal: Able to understand co-workers and customers and be understood by them
Communication between counterperson and cook essential
Written: Able to write saleschecks so that customers and co-workers can read them

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Rotating shifts, working holidays/evenings/etc.
Hot, smelly working conditions
On feet most of working hours

ADDITIONAL JOB INFORMATION: (cont.)

2) *Advantages: Chance for advancement*
For parent split shifts provide work when child care is available
Constant demand for workers
Employee benefits for full time employees
Meals provided

3) *Training opportunities: On the job Vocational Schools*

IX. EVALUATION: As determined by team of teachers

Trade: Food

I. JOB TITLE: Short Order Cook

II. JOB DUTIES:

Grill, fry, broil or steam foods
Carve meats
Prepare salads
Prepare sandwiches
Fill orders from steam table
Prepare beverages
Prepare foods to be served throughout the day
Serve meals to patrons at counter
Take cash
Order food
Keep working area neat and orderly

III. WORKING CONDITIONS:

Work alone or with others in kitchen or small area
Be subject to possibility of burns and cuts
Work area is often hot and smoky

IV. JOB REQUIREMENTS:

Be free of apparent skin disease
Be able to stand all day
Have full use of arms, hands and fingers
Have good vision and hearing (normal or corrected)
Be able to move about quickly in a small area
Have a keen sense of taste and smell
Speak, read and write English
Have had 1 to 3 months of on-the-job training or some cooking experience
Be at least 18 years of age
Obtain specific experience

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Be fast and accurate in taking and completing orders
Be able to work under pressure
Be able to pay attention to details
Be willing to work with and around others
Be willing to work in view of customers
Be able to organize work rapidly
Move fingers and hands rapidly and accurately
Remember a large number of orders during lunch hours and other busy periods
Learn theory and techniques of food preparation
Work to prescribed standards

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Able to read recipes, labels, etc.
Math: Able to make change, write saleschecks

Verbal: Able to communicate with customers and co-workers
Written: Able to write saleschecks

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Limited advancement opportunities
Weekend and holiday work often required
Subject to burns and cuts

2) Advantages: Meals, uniforms, laundry provided
Paid holidays and sick leave

3) Training opportunities: On the job Vocational Schools

IX. EVALUATION: As determined by team of teachers

COURSE: Exploring Food Trades

OCCUPATION: Counter Person/Short Order Cook

NO. 5

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To become familiar with working conditions, skills and physical requirements of a counter worker ... To know how to set a table ... To be able to prepare all menu items ... To learn how to take an order, tally check and make change	... Make and serve sandwiches salads, beverages ... Cut cakes and pies ... Cook hamburgers, hot dogs eggs, pancakes, and french fried, grilled cheese, bacon ... Place place mat, silverware, cup, plate in front of customer ... Take orders from customer ... Add check and make change ... Total orders on cash register ... Make change using "counting back" method ... Write up orders ... Make malted mild and milk shakes ... Serve food across counter ... Prepare Breakfast meats a) Sausage b) Bacon c) Ham ... Prepare potatoes a) Hash brown b) Home fries ... Prepare eggs a) Fried b) Poached c) Scrambled d) Omelet ... Prepare Breads a) Pancakes b) Waffles c) French Toast d) Toast e) Muffins f) English Muffins ... Prepare Cereals a) Hot b) Cold ... Prepare juices Orange, grape, grapefruit, etc.	Bread Sandwich fillings Salad ingredients Coffee Cake Pies Eggs Pancake batter Hot dogs Hamburgers Place mats Knives Forks Spoons Plates Bowls Cups Saucers Cash register Sales slips Manus Spatula	MATH Addition Multiplication "Counting back" method VOCABULARY a la mode souffle	Food Preparation, McGraw, Hill Mathematics in Living Pruett Press Porfessional Restaurant Service, McGraw Hill Mathematics for Employment Mafex Commercial Foods Mathematics, Rutgers University FIELD TRIPS McDonalds Friendly's Jack-in-the-Box Teacher and student made materials

COURSE: Exploring Food Trades

OCCUPATION: Counter Person/Short Order cook

NO. 5 (Continued)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	... Choices of assignments for motivation, evaluation, and acquiring of additional knowledge and skills of the Counter person/short order cook			

Trade: Food

I. JOB TITLE: Cashier

II. JOB DUTIES:

Complete bills, itemized lists, tickets indicating amount due
Make change, cash checks and issue receipts to customers
Record amounts received and spent and prepare reports of transactions
Read and record totals on cash register and verify against cash on hand
Give cash refunds and issue credit slips
Operate ticket dispensing machine
Sell candy, gum and cigarettes
Issue trading stamps and wrap packages
Prepare cash and checks for bank deposits
Prepare sales tax reports, pay envelopes and charge slips

III. WORKING CONDITIONS:

Work indoors and around others
Work may be performed in small booths or enclosure or behind a counter
Be exposed to variations in temperature if work station is near entrance of establishment

IV. JOB REQUIREMENTS:

Move arms, hands and fingers quickly and accurately
Follow instructions and established procedure
Pay attention to details and avoid clerical errors
Pass pre-employment examination in arithmetic and clerical skills
Complete on-the-job training of 1 to 2 weeks
Tactful and courteous to customers
Able to work under pressure
Accuracy
Follow routine practices and do repetitious work
Be bondable

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AMD KNOWLEDGE:

Knowledge of cash register operation, knowledge of other machines desirable
Legible handwriting
Dexterity in setting up menu board

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Be able to read sales slips and menus
Math: Proficient in basic arithmetic
Operate cash register, make change
Verbal: Be able to communicate with customers and other employees
Written: Write charge slips and tally daily receipts

ADDITIONAL JOB INFORMATION:

1) *Disadvantages: May have to work weedends, holidays and evenings*
   Working quarters may be cramped
   May have to work up cash shortages

2) *Advantages: Employment is year-round*
   Part-time work may be available

3) *Training opportunities: On the job*

IX. EVALUATION: As determined by team of teachers

COURSE: Exploring Food Trades

OCCUPATION: Cashier

NO. 6

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To be aware of working conditions, skills and requirements of job ... To become familiar with the cash register ... To be able to make change and issue receipts	... Use cash register to tally sales checks and add tax. Make change using "counting back" method ... "Open up" cash register with change fund ... "Close out" cash register with proof of cash ... Prepare menu board ... Choices of assignments for motivation, evaluation and acquiring additional knowledge and skills as a cashier	Cash register Sales slips, receipt Money Register tape Detail tape Money box Credit card machine Tax rate table	"Counting back" Checks Sales tax Credit card Starting Bank Clearing Money denominations Basic math	Commercial Foods Mathematics, Rutgers University Mathematics in Living Pruett Press Target Series, Mafex TRANSPARENCIES Credit card and sales slips, Teacher Made FIELD TRIPS Charlie's K-Ranch Grandma's Pies Teacher Made Materials

Trade: Food

I. JOB TITLE: Chef/Cook

II. JOB DUTIES:

Responsible for preparation and service of all food
Responsible to restaurant manager
Responsible for supervision of all kitchen staff
May plan menus and consumption estimates; order necessary supplies
May train cooks
Create new recipes
Know each job in the kitchen

III. WORKING CONDITIONS:

Usually in well-lighted, well equiped, ventilated kitchens
Usually has office or desk of his own
During cooking and serving time kitchen may be hot and noisy
Prone to burns and cuts
Under pressure at peak serving times; must be able to cope with emergencies
May work holidays/rotating shifts and days off
Must stand for long periods of time

IV. JOB REQUIREMENTS:

Experience might be a factor
Possible union membership

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Interest in food preparation
Creative talents
Excellent memory
Good manual dexterity, hand-eye coordination
Business skills helpful

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Must be able to read recipes, menus, etc.
Math: Must be proficient
Verbal: Must be able to communicate with employees
Written: Must be able to write out recipes

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Kitchen is hot and noisy
Must stand for long periods of time
Rotating shifts

2) Advantages: High pay

3) Training opportunities: On the job Vocational School
Restaurant/ hotel training schools

IX. EVALUATION: As determined by team of teachers

COURSE: Exploring Food Trades

OCCUPATION: Cook/Chef

NO. 7

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To know how to prepare vegetables and fruits ... To know how to prepare meats ... To know how to slice meats ... Be familiar with seasonings and spices ... Be able to understand recipe terms ... To know safety and sanitary rules ... To become familiar with working conditions ... Understand skills and physical requirements ... Be able to use garnishes effectively ... Be thoroughly acquainted with all jobs in the kitchen ... Be able to order supplies ... Be able to price portions ... Basic knowledge of meal planning ... Be able to delegate jobs ... Be able to develop new recipes	... Cook various vegetables a) Boil b) Fry-saute' c) Cream or other sauces d) Bake e) Casseroles ... Use spices, seasonings and flavoring ... Cook and prepare fruits for salads and meat accompaniments a) Roast-bake b) Fry c) Boil d) Casseroles e) Gravies ... Cook pasta's, rice, potatoes ... Prepare sauces ... Cook eggs a) Omelotes b) Fry c) Boil d) Scramble e) Souffle' f) Custard g) Poach ... See learning activities for all jobs ... Order supplies for food to be served ... Price food portions and recipe costs ... Plan menus ... Plan work for others ... view films and filmstrips, discuss, and write an evaluation ... Choices of assignments for motivation, evaluation and acquiring additional skills and knowledge as a chef	All tools, equipment and supplies found in a kitchen	VOCABULARY Saute' Cream All types of spices and seasonings Broil Grill Sauce Whip Mix Blend Simmer Boil Roux Deglaze Crepe Croquette Crouton Falmbe Gratin Kabob Marinate MATH Multiplication Division Fractions Controlled proportions Weights, measure, quantity	Food for Fifty Meal Planning, Bennett Co. McCalls Cook Book Our Second Foods Book Rutgers University Joy of Cooking Food Preparation McGraw Hill Professional Restaurant Service McGraw Hill Our First Foods Book Rutgers University Being a Food Service Worker, Hospital, Research & Ed. Trust FILMSTRIPS Convenience Cooking Mealtime Can Be Magic Mix and Match for Good Meals Identification of Kinds of Meat Organizing and Preparing Meals Serving Meals Attractively Storing Food, McGraw Hill FILMS Profitable Port Selection Home Sweet Home Style The New Port 1001 Pineapples The Romance of Cheese Fresh Chilled Sunshine R.S.V.P. Macaroni Menu Magic

COURSE: Exploring Food Trades

OCCUPATION: Cook/Chef (Continued)

NO. 7 (Continued)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
				Selecting and Preparing Beef Now is the Time Citrus in Motion The Arts and Secrets of Chinese Cookery The Kitchen Keyboard Food for Thought Rajah of Spices Wonderful World of Flavor FILM LOOP Cooks & Chefs, Encyclopedia Britannica FIELD TRIPS I.B.M. Kitchen Reader's Digest Silver Moon Resterant Teacher Made Materials

Trade: Food

I. JOB TITLE: Steamtable Worker/Cafeteria Worker

II. JOB DUTIES:

Prepare all hot beverages, supply the cold beverage service area
Prepares coffee, tea, hot chocolate, iced tea
Fill beverage dispensers if used
Pour juices and other liquids as instructed
Insure sugar, cream, lemon containers filled
Clean beverage area and equipment
May help in other areas as needed
May help in pantry area as needed

III. WORKING CONDITIONS:

Well lighted, ventilated work area
Cooler area of kitchen to work in
Standing, bending, lifting
Work in relatively confined area
Subject to cuts and burns
Rotating shifts, days off; holiday work

IV. JOB REQUIREMENTS:

No experience needed

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Quick efficient; hand/finger dexterity
Hand-eye coordination
Good memory
Able to follow instruction

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Able to read printed menu, food lists, can and package labels
Math: Simple math computations; number of slices of bread, number of sandwiches sold
Verbal: Able to be adequately understood by co-workers
Working knowledge of English so instructions may be understood
Written:

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Usually more demand than jobs available

2) Advantages: Good entry job for a young person in the food preparation trade

3) Training opportunities: On the job

IX. EVALUATION: As determined by teachers

COURSE: Exploring Food Trades

OCCUPATION: Cafeteria Worker/Steamtable Worker NO. 8

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To know the physical requirements and skills needed to work at a steamtable ... To know the working conditions of a steamtable worker ... To be able to prepare hot beverage ... To know how to serve equal portions ... To know how to set up and clean up a cafeteria line ... To be able to prepare selected cafeteria foods	... Portion foods to be served a) Count b) Cutting into equal size c) Use of scoop d) Use of scale e) Use of measuring cups ... Setting up steamtable ... Cleaning up area ... Choices of assignments for motivation, evaluation and acquiring of additional knowledge and skills of the cafeteria worker	Measuring equipment Spoons Cups Ladle Scoop Scale Knife Cutting board Plates Dishes Foods Soups Meats Vegetables Fruits	VOCABULARY Scoop Ladle Cutting board MATH Counting Dividing	Food Service, John W. Stokes Professional Restaurant Service McGraw Hill Commercial Foods Mathematics, Rutgers University Being a Food Service Worker Hospital Research and Educational Trust FIELD TRIPS Kitchawan I.B.M. Cafeteria Teacher Made Material

Trade: Food

I. JOB TITLE: Waiter/Waitress

II. JOB DUTIES:

Waits on patrons at tables or booths
Takes orders verbally or writes out itemized orders
May make suggestions regarding food, wine and liquor
Sets table, serves food and removes dishes
Carries food and beverages from kitchen to dining room on arm, tray or food cart
May prepare salads and dressings, may carve, bone, flambe', etc.
Computes check or bill for food served
May accept payment and make change or get change from cashier
May clean and refill sugar bowl, condiment containers and other equipment
May be required to relieve at counter
May work on room service in hotels

III. WORKING CONDITIONS:

Pressure during usual meal hours
Constant standing and walking, often in congested areas
In resorts, may have to sleep in dormitories and work 7 days a week

IV. JOB REQUIREMENTS:

Experience as bus boy or bus girl or waiting on tables is usually required
School dining hall experience is acceptable in resort hotels
Experience and local references are usually required in year-round hotels and in restaurants
Must be at least 18 years old where alcoholic beverages are served
May have to provide own uniforms
Good grooming is important
Should be tactful, alert, courteous, and able to deal with people
Must be able to fill orders correctly
Knowledge of simple arithmetic is required
Must be able to read, write and understand English

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Know how to set tables, serve food; prepare salads and arrange them; compute checks
Sometimes make change

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Be able to read menus
Math: Be able to make change, compute sales tax
Verbal: Be able to communicate with customers and other employees
Written: Must be able to write orders, charge slips

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Must be able to stand for long periods of time

2) Advantages: Meals may be provided plus tips

3) Training opportunities: On the job Vocational Schools

IX. EVALUATION: As determined by team of teachers

COURSE: Exploring Food Trades

OCCUPATION: Waiter/Waitress (Busboy/Busgirl)

NO. 9

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To be able to perform the duties of waiter/waitress ... To become familiar with the working conditions ... To be able to deal with customers politely and in a mature manner	... Practice setting tables ... Practice taking orders (written and verbal) ... Practice writing and tallying sales slips ... Practice serving food ... Practice spelling menu terms ... Serve customers ... Clear table after entree and before dessert ... Practice filling water glass ... Practice stacking, removing and bringing soiled dishes to dishwashing area ... Practice cleaning table before waitress brings dessert ... choices of assignments for motivation, evaluation, and acquiring of additional skills and knowledge in these occupations ... View films and filmstrips, discuss and complete ditto sheet questions or write an evaluation	Place mats Knives Forks Spoons Plates Cups Saucers Menu Condiments Trays Sales books Napkins Glasses	Condiments A la carte Carte du jour Entree Hors d'oeuvres Mixed grill Smorgasbord Table d'hote menu MATH See Cashier	Professional Restaurant Service, McGraw Hill Mathematics For Employment, Mafex Busboy Training Book, Restaurant Hotel Aids FILMSTRIPS Serve 'Em Right Cinderella's Three Sisters Training Program Fast Food Service FILM LOOPS Waiter/Waitress, Encyclopedia Britannica FIELD TRIPS Charlie's K-Ranch Friendly's Joy Luck May Wah Grandma's Pies FILMSTRIPS & RECORDS Six Keys to Being a Better Waitress Restaurant-Hotel Aids Six Keys to being a Better Waiter, Restaurant-Hotel Aids Jack and The Beanplate Restaurant-Hotel Aids Wall the Willing Waiter, Restaurant-Hotel Aids Teacher Made Materials

Trade: Food

I. JOB TITLE: Baker

II. JOB DUTIES:

Responsible for making all yeast products, cakes and pastries
Responsilbe for entire bakery shop; reponsible to the restaurant manager
Bakes breads, rolls and other yeast products
Prepares and bakes cookies, cakes and pastries
Cake decorating
Orders necessary supplies for his operation
Responsible for all bakery department employees
Supervises and trains employees
May create new recipes

III. WORKING CONDITIONS:

Works in separate part of kitchen
Clean, well-lighted, well-ventilated area but may be hot during baking time
Standing, stooping, lifting heavy pans and trays
Working day generally begins before dawn, if restaurant/hotel operation serves homemade products at breakfast meal. Shift then ends earlier in the day
May work rotating shifts, days off; holidays, weekend work

IV. JOB REQUIREMENTS:

18 years of age to begin training or apprenticeship
May be required to belong to a union

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Same as those required for chef
Basic cooking skills, terms, methods

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Average reading ability; able to read and enterpret recipes, menus, trade journals, cost sheets, inventory sheets
Math: Average math ability; able to compute costs, supplies needed, quantity dry and liquid measurements and weights
Verbal: Able to be understood by workers, ability to comprehend managers instructions

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Weekend/holiday work
Rotating shifts/days off; first shift would begin before dawn
Standing, walking, lifting
Generally warm, yeasty, sweet odors in spite of ventilation

2) Advantages: Steady, constant demand for skilled bakers
Chance for advancement with increased experience and skills
Good employee benefits

3) Training opportunities: On the job Vocational/trade schools
Restaurant/hotel schools
Armed forces
Apprenticeship program

IX. EVALUATION: As determined by team of teachers

Trade: Food

I. JOB TITLE: Baker's Helper

II. JOB DUTIES:

Assists baker in all baking operations as well as responsible for cleaning of the baking area
Follows baker's instructions/orders
Measures ingredients
Prepares necessary ingredients
Lines, greases and prepares baking utensils
Mixes, stirs, kneads quantites of dough, etc.
Uses timer or watch to time baking
Prepares decorative frostings
Assits in pantry area as needed
Washes utensils, wipes up spills, mops floors

III. WORKING CONDITIONS:

Same as for baker

IV. JOB REQUIREMENTS:

18 years of age
Be able to follow directions of baker

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Same as those for baker

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Able to read recipes, food packages, baking supplies and instructions on equipment
Math: Basic skills required as baker's helper
Must be able to count consecutively
Verbal: Able to be understood by fellow workers
Must be able to understand managers
Written:

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Same as baker

2) Advantages: Same as baker

3) Training opportunities: Same as baker

IX. EVALUATION: As determined by team of teachers

COURSE: Exploring Food Trades

OCCUPATION: Baker and Baker's Helper

NO. 10

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH VOCABULARY	TEXT, WORKBOOKS OTHER MATERIALS
... Identify various types of baked goods ... Know their differences and similarities ... Be aware of the importances of safe work habits, handling equipment ... Be aware of the importance of proper sanitation ... Be able to interpret a recipe and understand the terminology ... Know the skills and physical requirements needed to be a baker ... Be aware of the working conditions ... Be able to apply for a job	Bake cakes a) One egg cakes b) Two egg cakes c) sponge d) Angel e) Pound f) Spice cakes g) Fruit cakes h) Jelly rolls i) Ice cream cakes j) Cupcakes Bake Breads a) yeast breads b) sweet yeast bread c) rolls d) pastries e) yeast batter breads Bake cokies a) drop b) sugar c) rolled d) pressed e) filled f) refrigerator Make a pie crust a) baked single or double b) refrigerated Prepare pie fillings a) cooked b) no bake c) cream d) refrigerated Make various types of quick breads a) muffins b) biscuits c) popovers d) pancakes e) tea breads f) doughnuts Measuring liquid and dry ingredients following instructions given in a particular recipe Prepare pans Prepare fillings, cooked and uncooked Prepare frosting and icings a) Uncooked	Measuring utensils Bowl Mixing spoons Sifter Wax paper Hand and electric mixers Baking pans Rubber scrapers Scale Cake racks Cake tester Cupcake pans Flour Baking powder Baking soda Eggs Milk Sugar Shortening Salt Flavorings Spices Fruits Sauce pan Rolling pin pastry cloth Pastry bag Thermometer Yeast Water Pastry blender Cookie press Cookie cutters Cookie sheets Nuts Chocolate bits Pie pans Loaf pans Muffin tins	Mix Stir Beat Blend Cream Cake Tester Thermostat Confectioner's sugar Knead Proof Gluten Yeast Fold Cut in Sift Stir Carmelize Roll out Scald Trim Prick Tea breads MATH Measure Fractions	McCalls Cook Book Elementary Baking, McGraw Hill Joy of Cooking Commercial Foods Mathematics Rutgers University Our Second Foods Book Rutgers University Cake and Food Decorating Yearbook Wilton Enterprises Food Preparation McGraw Hill FILMSTRIPS Beautiful Cakes Fun with Frostings Flair with Frostings & Desserts Convenient Creations Breads You Bake with Yeast Cookie Wise Easy as Pie Biscuits Batter Breads Muffin Making FILMS The Art of Cake Making Wonderland of Bread As American As Apple Pie FIELD TRIPS Luna Bakeries Carvel I.B.M. Kitchen Arnold Bakeries

COURSE: Exploring Food Trades

OCCUPATION: Baker and Baker's Helper

NO. 10 Continued

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	1. Cream 2. Butter 3. Royale b) Cooked 1. Fudge 2. Cooked white 3. Boiled c) Glaze Prepare puff pastry and turnovers View filmstrips, discuss and complete teacher made ditto sheets Choices of assignments for motivation, evaluation, and acquiring of additional knowledge and procedures of Baker			

Trade: Food

I. JOB TITLE: Kitchen Helper

II. JOB DUTIES:

Assists in the preparation and cooking of foods in large quantities in public dining rooms or institutions
May be male or female
Prepare vegetables, fruits for cooking or salads
Gather ingredients, equipment, open cans and packages
Watch, stir cooking food; time foods during preparation using timer or clock
Store or shelve dishes, cooking utensils, silver
Mop floors; clean up breakage, spills
May serve as a relief person
May make sandwiches and wrap food for carry out
May help make desserts

III. WORKING CONDITIONS:

Usually in well-lighted, well-equiped, ventilated kitchen
During cooking and serving time kitchen may be hot and noisy
Worker prone to burns and cuts
Worker will be under pressure at peak of serving time
Work rotating shifts and days off; may work holidays
Standing, walking, lifting during entire shift

IV. JOB REQUIREMENTS:

18 years of age
Generally work in some area of kitchen a prerequisite

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Interest in food preparation
Good memory
Hand-finger agility
Hand-eye coordination

VII. JOB PRACTICE:

Shop and laboratory experiences

VIII. ACADEMIC DEMANDS:

Reading: Minimum
Able to read can and package labels
Able to read printed instructions
Math: Basic computations
Understand liquid and dry measurements
Verbal: Must be able to speak English
Able to be understood by co-workers
Comprehend verbal instuctions
Written:

ADDITIONAL JOB INFORMATION:

1) Disadvantages: Weekend/holiday work
Rotating shifts and day off
Standing, walking, lifting during entire shift
Generally quite warm, noisy

2) Advantages: Steady, constant employment opportunities
Good chance of advancement
Good employee benefits as full-time employee

3) Training opportunities: On the job Vocational Schools
Restaurant or hotel training programs
Armed Forces

IX. EVALUATION: As determined by team of teachers

COURSE: Exploring Food Trades

OCCUPATION: Kitchen Helper

NO. 11

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To learn various jobs in a foods operation ... To become acquainted with all equipment in a kitchen ... Know safety and sanitation rules ... To know how to prepare fruits and vegetables for cooking and salads ... To learn to cook all types of foods ... To become familiar with working conditions ... To know physical demands of the job	See learning activities for Short Order Cook, Salad Maker, Sandwich Maker, Cook, and Beverage Maker ... Assist others in preparing foods			See individual job sheets Commercial Foods Mathematics Rutgers University

HORTICULTURE/FLORICULTURE OCCUPATIONS

OCCUPATIONAL READINESS CENTER

COURSE: HORTICULTURE/FLORICULTURE

UNITS:

First Quarter: Landscaper (Helper)
Groundskeeper, Gardner, Greenskeeper
Nursery Worker (Helper)
Florist (Helper)
Greenhouse Worker (Helper)

Second Quarter: Same as First Quarter.

Third Quarter: Same as First Quarter.

Fourth Quarter: Same as First Quarter.

JOB PROFILE WORKSHEET

I. JOB TITLE: *(Landscaper Helper)*

II. JOB DUTIES:

Plan lawns, floral arrangements and landscaping on public and private grounds
Prepare and grade terrain and apply fertilizers, seeds and sod to revitalize lawns
Plant shrubs, trees and flowers
Transplant shrubs and plants
Mow and trim lawns
Trim and spray trees and shrubs
Clean rounds

III. WORKING CONDITIONS:

Out of doors
All kinds of weather
Subject to strenuous work
Seasonal work - irregular hours

IV. JOB REQUIREMENTS:

Be at least 18 years of age
Desirable to have some knowledge about plans
Possess N.Y. State driver's license and be able to drive a light truck
General interest in out of doors
Like doing routine work for long periods

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS & KNOWLEDGE:

Be able to understand oral and written direction
Creat attractive arrangements using plants, shrubs and flowers
Be friendly and courteous in dealing with customers

VII. JOB PRACTICE:

Design and execution of various landscape projects
Constructing and maintaining turf plots
Pruning, fertilizing and spraying existing plants

VIII. ACADEMIC DEMANDS:

Reading: *Minimum reading level 5th-6th grade*

Math: *Basic knowledge of measurements - cubic, volume, liquid measurement*

Lang. Arts: *Verbal: Be able to understand and communicate with and to others*

Written: *Be able to understand written instructions, labels, directions*
Be able to understand safety precautions as with insecticide, fertilizers

ADDITIONAL JOB INFORMATION:

Job Locations:
Farms
Landscape Contractors
County Estates
Federal State, and City Parks and Highways
Retail or Wholesale Nurseries

COURSE: Horticulture/Floriculture

OCCUPATION: Landscaper (Helper)

NO. 1

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS, OTHER MATERIALS
... Make students aware of safety hazards involved in agricultural work and use of tools and equipment ... To be able to identify and know how to use landscaping tools and equipment safely ... To become familiar with the duties of a landscaper (helper) ... To become familiar with the different types of trees and shrubs ... To become familiar with the proper planting and transplanting methods for trees and shrubs ... To become familiar with the characteristics of different kinds of flowers, vegetables and weeds ... To become familiar with the uses of plants in different landscaping sites ... To become familiar with site and plot planning ... To become familiar with maintenance of grounds ... To become familiar with seasonal maps and charts ... To become familiar with billing procedures ... To become familiar with basic insects	... Discuss safety ... Indicate specific hazards of tiller, power mower, hand saws, axes etc. ... Show safety films ... Plant and transplant trees and shrubs a) Dig and ball live trees and shrubs b) Bare root c) Staking d) Mulching ... Prune small trees and shrubs ... Create different types of gardens a) Rock garden b) Vegetable garden c) Annual garden d) Perennial garden e) Miniature garden ... Force bulbs, trees, and plants ... Practice lawn upkeep around building ... Cut and transplant sod ... Top dress lawns around building ... View pictures and films for identification of insects and complete teacher made ditto ... Collect, identify, and classify bark, buds, wood, leaves, and seeds ... On site observation to determine shapes, colors, size and use of trees, shrub and plants ... Research of charts and	Rakes Shovels Hoe Wheelbarrow Saws, hand Burlap Seeds, grass and plant Gravel Charts Pictures Graph paper Crayons Seed catalogues Rulers Landscape kits String Measuring tape Stakes Hose Flower pots Plants Pruners Charts	Turf Tilling Fertilizer 10-6-4 Mulch Annuals Perennials Evergreen Conifer Deciduous Broadleaf Pith Cambium Transplant Landscape Site Plot Top dress Terrain Bare root Ball root Easement Drainage Cerrated Cord Corms Budding Graft Terminal Opposite Prune Force Sod Wood round Terrarium Accessibility Rotation Seasonal Miniature	Lawns and Groundcovers Sunset A guide to Field Identification of Trees of No. American Golden Press Fundamentals of Plant Identification, Ohio University Press Ideas for Landscaping, Sunset How to Grow Annuals, Sunset How to Grow House Plants Sunset Landscape Design University of Pennsylvania Turfgrass Maintenance and Establishment University of Penn. Landscape Maintenance and Establishment University of Penn. Trees for Landscaping, Ohio University Landscaping Your Home Ohio University MAGAZINES Better Homes & Gardens Horticulture House & Garden Organic Gardening Flower & Garden Landscape Plants Alive FILMS Saga of Safety Sam, BOCES

COURSE: Horticulture/Floriculture

OCCUPATION: Landscaper (Helper) Continued

NO. 1

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS, OTHER MATERIALS
	books for identification of trees, shrubs, and plants ... Sand and finish wood rounds ... Make a journal of plant identification projects a) Leaf rubs b) Drawings c) Leaf ironings d) Charts ... Cut and stack a cord of wood ... Discuss different factors of the land a) Type of soil b) Vegetative growth c) Water available d) Drainage e) Rock ledges f) Easements g) Terrain h) Accessibility ... Create miniature landscape projects using kits and live plants ... Design and create terrariums ... Construct and repair dry stone walls ... Rotary till and grade garden area ... Chart rotation of crops, plants and seasonal growth ... Design and draw landscape plan for a given plot ... Seed plot ... Plant, grow and transplant plants to be used in landscape plan		Maintenance MATH Measurement Volume Depth Weight Scales Diameter	Split Second from Disaster BOCES It Didn't Have to Happen BOCES Don't Push Your Luck BOCES SLIDES All of the following available from Cornell Department of Education: Plant Diseases Around the Home and Grounds Effect of Air Pollution on Flowering Shrubs and Plant Life Institutional Landscaping Landscaping the Home Ground Types of Turf Lawn Care and Management Exploring Turf Occupations Lawn weed Identification Commonly Used Trees, Shrubs, Groundcover and Vines Soil and Its Properties Ohio University TRANSPARENCIES All available from Cornell Department of Education: Ground Maintenance and Construction Plant Identification Plant Propagation Pruning and Training Plants

COURSE: Horticulture/Floriculture

OCCUPATION: Landscaper (Helper) Continued

NO. 1

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS, OTHER MATERIALS
	... Landscape plot ... Practice ordering supplies by mail and telephone using catalogs ... Practice billing procedures a) Sales slips b) Charge and cash c) Credit cards d) Making change ... View films and loops and complete teacher made ditto sheet for each ... Choices of assignments for motivation, evaluation and acquiring of additional knowledge and skills			FILMSTRIPS All available from Cornell Department of Education Using Power Lawn Mowers Safely Garden Flowers-Annuals I & II Foliage Plant Identification Balling and Burlapping Trees and Shrubs Landscaping Do's and Don't's FILM LOOPS All available from Encyclopedia Britannica Forestry Aides Handling Garden Tools Safely Safety Rules with Outdoor Plants Snake Bite with Kit Plant Poisoning FIELD TRIPS Rosedale Nursery Wilkins Fruit Farm D'Agostino's I.B.M. Grounds Brooklyn Botanic Garden, Kitchawan Research Laboratory PAMPHLETS All available from Cornell Department of Education; Lawn and Landscaping Insects, Diseases and Pests of Landscape Plantings Soils Recommended Annual Flowers The Rock Garden How to Make A Terrarium Landscap

JOB PROFILE WORKSHEET

I. JOB TITLE: Groundskeeper

II. JOB DUTIES:

Year round maintenance of grounds, such as parks, private and public, golf courses, cemeteries, etc.
Weeding, feeding, cutting, trimming, watering, mowing, rolling of established lawns, greens, etc.
Trimming and pruning of trees and shrubs. Removal of debris, garbage, leaves, snow and any items which might detract from general appearance of grounds

Gardens - creating and upkeep

III. WORKING CONDITIONS:

Almost exclusively outdoors, all year round (although some positions are seasonal)
Pay is salaried with good benefits and vacation time in year round commercial or institutional positions
In residential or private situations may include room and board as well as salary
In seasonal situations pay will be hourly and benefits fewer or non-existent
No fixed schedule, things must be done as needed, often dirty and repetitive in nature.

IV. JOB REQUIREMENTS:

Of working age. H.S. diploma helpful but not required
Physically reasonably well endowed
Some knowledge lawn care practices and establishment (groundskeeping), helpful but not necessary

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS & KNOWLEDGE:

Physically able
Ability to work independently and generally self-motivated and responsible
Knowledge of simple tools and machinery
Basic techniques of lawn, gardening, shrubs, tree care, pruning helpful but not necessary

VII. JOB PRACTICE:

Shop and laboratory experiences

VIII. ACADEMIC DEMANDS:

Reading: Minimal - operation instructions and applications of equipment and materials. Relevant charts and tables.

Math: Simple computations - mixtures to specifications, determining settings on feeders, spreaders, etc., by using charts and tables.

Lang. Arts. Verbal: Terminology of equipment and materials for purposes of ordering, records of use and communication of instructions from supervisor.

ADDITIONAL JOB INFORMATION:

1. *Disadvantages: Repetitive tasks, basically physical work that involves getting dirty.*
   Since skills are minimal, can be easily replaced.

2. *Advantages: Outdoor work, fresh air and exercise*
   Steady year round employment, work at own pace
   Good employee benefits
   Good chance for advancement with continuous employment and experience

3. *Training opportunities: Vocational, trade school, on the job*

IX. EVALUATION:

As determined by teachers

COURSE: Horticulture/Floriculture

OCCUPATION: Groundskeeper, Gardener and Greenskeeper

NO. 2

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS, OTHER MATERIALS
... Make studnents aware of safety hazards involved in Groundskeeper work ... To become familiar with duties of a Greenskeeper and Groundskeeper ... To become familiar with cultivation using hand tools and rotary tiller ... To become familiar with lawn preparation ... To become familiar with maintaining lawns and grounds ... To become familiar with identification of grass ... To become familiar with weed identification ... To become familiar with insect identification	... Discuss safety ... Discuss specific hazards of machines ... View safety films, discuss and write an evaluation ... Cultivate soil ... Prepare soil grade test fertilize seed renovate ... Utilize site a) Plan area b) Maintain lawn water mow edge fertilize ... Collect, identify, and classify different types of grasses bent crab grass zoysia ... Collect, identify and classify different types of weeds ... Collect, identify and classify different types of insects ... Maintain trees and shrubs ... Choices of assignments for evaluation, motivation and acquiring of additional knowledge and skills ... View slides, filmstrips, loops and transparencies and complete teacher made dittos for each	Shovels Rakes Rotary tiller Lawn mower Edger Fertilizer Lime Hose Wheelbarrow Seeds Soil Test Kits	Height Depth Drainage Phosphorous Nitrogen Potash Seed names Turf Zoysia Bent Grading Renovate Cinch bug Grubs Plantain Clover	Better Homes and Gardens Gardenbook, McGraw Hill Landscape Manual University of PA. SLIDES Types of Turf Ohio University Lawn Care and Management Cornel Ed. Dept. Exploring Turf Occupations, Cornel Education Department FILMSTRIPS Lawn Weed Identification, Cornell Ed. Department Using Power Lawn Mowers Safely, Cornell Education Department FILM LOOPS Handling Garden Tools Safely, Encyclopedia Britannica TRANSPARENCIES Ground Maintenance Construction, Cornell Education Department Plant Identification Cornell Ed. Department FILMS Saga of Safety Sam, BOCES Split Second from Disaster BOCES Don't Push Your Luck BOCES

COURSE: Horticulture/Floriculture

OCCUPATION: Groundskeeper, Gardener and Greenskeeper

NO. 2 (Continued)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS, OTHER MATERIALS
				PAMPHLETS All of the following from Cornell Department of Education: Conservation Lawns and Landscaping Soils Tillage, Basic Principles Teacher Made Materials

JOB PROFILE WORKSHEET

I. JOB TITLE:

Nursery Worker (salesman & helper)
Amount of responsibility, salary varies under this job title depending on ability and eagerness

II. JOB DUTIES:

Cares for nursery supplies and nursery stock
Loads and unloads and stores supplies, water plants and other live nursery stock
Frequently aids in selling nursery stock and garden supplies
Also general clean-up and maintenance of nursery center

III. WORKING CONDITIONS:

Outdoor work, lifting, carrying, a great deal of physical labor
Uniforms or coveralls are usually supplies as there are frequently times when hands and clothing will get soiled
Full-time work, which slackens and increases according to seasonal demands
Employer paid benefits

IV. JOB REQUIREMENTS:

(Enjoy working outdoors and with plants)
Should have knowledge of garden tools and their uses
Some knowledge of plant identification and care
Some knowledge of shrubs and trees identification care
Some knowledge of fertilizer and insect sprays and mulches - use and application
Knowledge of basic propagation techniques - cutting, layering, division, etc.
Physically able to bend, climb, kneel, stoop, balance, crouch, crawl; finger and feel; good vision and good hand-eye coordination
Use of power tools and hand tools

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS & KNOWLEDGE:

Soil mixtures: Sand, peat moss, perlite, vermiculite
Prepare plant beds
Planting seeds, seedlings and bulbs
Weeding and cultivating, watering, pruning, spraying and propagating nursery stock
Transplanting stock for sale or shipment
Identify plants, trees, and shrubs - plant diseases
Physically able to carry out these tasks
Some knowledge and invoices, order forms, sales slips, running a cash register
Pleasant helpful personality as they may frequently be called on to assist customers
Use of power tools

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading:	*Able to read instructions on labels of items sold. Follow and fill out forms such as invoices shipping orders, sales slips, etc. Most instructions are verbal.*
Math:	*Making change, basic math skills with emphasis on basic geometry (shapes) measurements, ratios and formulas*
Lang. Arts.:	*Verbal: Terminology including tools, equipment and nursery stock - able to understand and carry out detailed but uninvolved oral instructions. May frequently be required to assist customers.*
	Written: Minimal - completing sales slips, inventory sheets, written labels and tags for stock.

COURSE: Horticulture/Floriculture

OCCUPATION: Nursery Worker (Helper)

NO. 3

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS, OTHER MATERIALS
... Make students aware of safety hazards involved in agricultural work and use of tools and equipment ... To be able to identify and know how to use tools and nursery equipment safely ... To become familiar with the duties of a nursery worker (helper) ... To become familiar with the different types of trees and shrubs ... To become familiar with the proper planting and transplanting methods for trees and shrubs ... To become familiar with the characteristics of different kinds of flowers, vegetables and weeds ... To become familiar with the uses of plants in different landscaping sites ... To become familiar with site and plot planning ... To become familiar with seasonal maps and charts ... To become familiar with billing procedures ... To become familiar with basic insects	... Discuss safety ... Indicate specific hazards of tiller, power mower hand saws, axes, etc. ... Show safety films ... Plant and transplant trees and shrubs a) Dig and ball live trees and shrubs b) Bare root c) Staking d) Mulching ... Prune small trees and shrubs ... Force bulbs, trees, and plants ... Cut and transplant sod ... Collect, identify, and classify bark, buds, wood, leaves, and seeds ... On site observation to determine shapes, colors size and use of trees, shrub and plants ... Research of charts and books for identification of trees, shrubs, and plants ... Make a journal of plant identification projects a) leaf rubs b) drawings c) leaf ironings d) charts ... Discuss different factors of the land a) type of soil b) vegetative growth c) water available d) drainage e) rock ledges	Charts Pictures Books Burlap Hoe Shovels Wheelbarrows Tiller Saws Rakes Paper, graph Rulers Landscape kits Measuring tapes Plants Trees Hose Stakes String Crayons Seeds Loppers Pruners Files	Height Depth Weight Mulch Trenching Hilling Drip edge Corms Budding Grafts Terminal Opposite	Know Your Trees Cornell Ed. Dept Landscape Manual Pennsylvania University Basic Gardening, Sunset Guide to Organic Gardening, Sunset Pruning, Sunset The Nursery Worker Parts I & II,1 Ohio University Nursery Production, Pennsylvania University The Garden Center Worker Ohio University SLIDES All of the following are available from Ohio University: Institutional Landscaping Landscaping the Home Ground Designing With Flowers Land Decorative Materials Commonly Used Trees, Shrubs, Groundcover, and Vines Poinsetta Geranium Soil and Its Properties All of the following available from Cornell Department of Education: Plant Diseases Around The Home and Grounds Effect of Air Pollution on Plant Life Flowering Shrubs FILMSTRIPS Foliage Plant Identification Cornell Dept. of Education Balling and Burlapping Trees

COURSE: Horticulture/Floriculture

OCCUPATION: Nursery Worker (Helper) Continued

NO. 3

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS, OTHER MATERIALS
	f) easements g) terrain h) accessibility ... Create miniature landscape projects using kits and live plants ... Chart rotation of crops, plants and seasonal growth ... Plant, grow and transplant plants ... Practice ordering supplies by mail and telephone using catalogs ... Practice billing procedures a) sales slips b) charge and cash c) credit cards d) making change ... View films, filmstrips, and slides and complete teacher made ditto sheet for each ... Choices of assignments for motivation, evaluation and acquiring of additional knowledge and skills			and Shrubs Cornell Dept. of Education Landscaping Do's and Don't's Cornell Dept. of Education FILM LOOPS All of the following are available from Encyclopedia Britannica Forestry Aides Handling Garden Tools Safely Safety Rules with Outdoor Plants Snake Bite with Kit Plant Poisoning TRANSPARENCIES All of the following available from Cornell Department of Education: Plant Identification Plant Propagation Pruning and Training Plants

JOB PROFILE WORKSHEET

I. *JOB TITLE:* *Florist Helper*

II. *JOB DUTIES:*

Check flower supplies such as seeds, fertilizers, growing medias, corsage ribbons and pins. Select natural and artificial flowers and foliage for floral arrangements. Wire, pin and wrape stems with floral tape to form bouquets, corsages, sprays etc.
Prepare floral arrangements, corsages etc.
Take orders for floral arrangements (also F.T.D.)
Sell orders to customers. Deliver orders. Maintain clean, orderly work and display areas.

III. *WORKING CONDITIONS:*

Usually indoors
May be required to work overtime in peak periods
Weekend and evening hours sometimes required

IV. *JOB REQUIREMENTS:*

Be able to stand for long periods of time
Have manipulative skills
Be 18 years of age or older
Prefer a driver's license
Be non-allergic to flowers and sprays
Be able to distinguish colors

V. *JOB CONDITIONS:*

Determined by field trips, guest speakers, etc.

VI. *BASIC SKILLS & KNOWLEDGE:*

Be able to handle and manipulate delicate materials and variety of tools rapidly and skillfully
Use imagination and good judgment in creating designs to suit particular occasions.
Be able to communicate ideas verbally and through designs.
Basic math skills in proportions, sales slips.

VII. *JOB PRACTICE:*

Cut and strip flowers
Tape and prepare flowers for use in corsages and arrangements
Prepare various styles of arrangements under supervision
Maintain workshop and selling areas.

VIII. *ACADEMIC DEMANDS:*

Reading: *Must be able to read well enough to prepare orders, understand instructions and communicate with others*

Math: *Basic math of making change for customers and to figure costs of materials for orders in specific price range.*

Lang. Arts. *Verbal: Must be able to communicate with others*
Take phone orders

Written: Write out orders

ADDITIONAL JOB INFORMATION:

Job Locations:

- *Retail florists*
- *Large retail greenhouses*
- *Some garden centers*

Workers may advance to:

- *Shop Managers*
- *Self-employment*
- *Can be trained on the job*

COURSE: Horticulture/Floriculture

OCCUPATION: Florist (Helper)

NO. 4

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS, OTHER MATERIALS
... To become familiar with the duties of a florist ... To become familiar with supplies, tools and techniques used by a Florist ... To become familiar with billing procedures, cash procedures, cash register and orders ... To become familiar with shop maintenance ... To become familiar with the creation of corsages, arrangements and Holiday decorations ... To become familiar with different plant identification ... To become familiar with greenhouse operation ... To become familiar with holiday demands of greenhouse and shop	... Make dried and plastic flower arrangements ... Make corsages ... Make holiday decorations - green arrangements using different mediums wire soil ... Practice using telephone for ordering materials and taking orders ... Practice writing sales slips ... Practice using cash register ... Practice making change ... Maintain shop and stock ... Plan for seasonal demands ... Identify using charts, books, manipulation a) Plants b) Flowers c) Containers ... Design shop ... Wrap plants ... Make bows ... Maintain greenhouse to include care of plants and upkeep ... Design and create terrariums ... View slides and filmstrips and complete teacher made ditto sheet ... Choices of assignments for motivation, evaluation and acquiring of additional knowledge and skills	Chicken Wire Pins Wires Ribbons Fruit Flowers Cones Containers Charts Mediums oasis styrofoam Tables Order blanks Plants Bottles Bowls Soils Terrarium tools Tapes scotch masking Staples Wild Flowers Frames Boards	Primary colors Secondary colors Complimentary colors Holiday colors Names of flowers Names of greens Oasis Parts of flower sepal petal stamen stigma pistal cayix Perlite Peat moss Terrarium Foliage Horizontal Vertical MATH Curves Ruler measure Depth Dimension %-percentage	Better Homes and Gardens Gardenbook, McGraw Hill SLIDES Floriculture Crops Ohio University Designing with Flowers and Decorative Material Ohio University Identification Foliage Plants I & II & III, Cornell Ed. Dept. Poinsettia Ohio University Geranium, Ohio University FILMSTRIPS Greenhouses-Uses and Design, Cornell Department of Education Teacher Made Materials Sales Slip Pads Teletrainer with Scripts

JOB PROFILE WORKSHEET

I. JOB TITLE: *Greenhouse Worker (Helper)*

II. JOB DUTIES:

Preparing plant beds
Propagation of seeds, bulbs, stock plants, shrubs
Transplanting nursery stock
Preparing planting medias - soil, sand, artificial fertilizing, spraying, pruning, and watering of stock
Care of Greenhouses, tools and equipment
General maintenance and grounds and facilities

III. WORKING CONDITIONS:

Indoors in Greenhouse, often warm and very humid
Outdoor conditions involve physical strenght and frequently getting dirty - hands and clothes
Contact with chemicals and sprays
Year-round work, hourly pay and employer paid benefits

IV. JOB REQUIREMENTS:

Background in use of Greenhouse, cold frames and related structures
Knowledge of propagation techniques
Plant identification and care requirements
Soil and planting media preparation

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS & KNOWLEDGES:

General knowledge of Greenhouses and related structures, their uses, operation and cababilities
Factors affecting germination, rooting and transplanting, and general plant growth
Must understand measurements; linear, perimeter area and cubic, propagation techniques, also ratios formulas, charts and graphs, temperature, coils and other planting media
Good memory and able to follow detailed oral instructions

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEAMNDS:

Reading: *Labels and package instructions, generally minimal amount required.*

Math: *Basic computations, area, perimeter, cubic calculations. Ratios and formulas - follow graphs and charts*

Lang. Arts. *Verbal: Understood by co-worker, able to understand verbal instructions.*

Written: Labeling of stock

ADDITIONAL INFORMATION:

1. *Disadvantages: May be periodically laid off due to seasonal demand*
   Atmosphere is generally dirty, warm, and humid
   Frequent contact with chemical sprays and powders
   Often physically demanding

2. *Advantages: Employable without extensive training*
   Tasks are generally repetitive in nature, can easily become very proficient
   During busy seasons, overtime available
   Chance for easy advancement or with basic skills after short time and small investment may become independent.

3. *Training Opportunities: On the job and trade or vocational schools*
   Extension courses at home

COURSE: Horticulture/Floriculture

OCCUPATION: Greenhouse Worker (Helper)

NO. 5

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATII	TEXT, WORKBOOKS, OTHER MATERIALS
... To become familiar with processes needed to grow plants ... To become familiar with greenhouse maintenance ... To become familiar with identification of annual perennials, houseplants and vegetables ... To become familiar with different ways of growing and reproducing of plants ... To become familiar with creating terrariums and gardens ... To become familiar with seeding, transplanting and potting ... To become familiar with sales and records ... To become familiar with different types of soil ... To become familiar with forcing bulbs, shrubs, and trees ... To become familiar with basic flower arrangements ... To become familiar with supplies used by a florist ... To understand how and why to sterilize soil	... Collets, identify and classify a) seeds b) plants c) annuals d) perennials e) vegetables ... Grow seasonal plants ... Propagate plants ... Make charts of shade and sun plants ... Design and create terrariums ... Design and plant miniature gardens ... Design and plant hanging pots ... Sell plants ... Complete sales slips for plant sales ... Cross pollinate plants ... Make flats ... Maintain greenhouse and work area a) clean b) water c) feed d) trim e) stake f) transplant ... Use seeds and plants to study different shapes, colors, sizes and growing procedures ... Plant identification a) research books and pamphlets b) make charts c) label plants ... Make a journal of plant identification projects	Seeds Soil Sterilizer Perlite Vermiculite Sand Market pack Dibbles Plants Garden knife Trowels Fertilizers Pots Greenhouse Sprinklers Racks Shovels Plastic sheets Labels Pens Seed catalogues Boards Nails	Height Weight Depth Market packs Perlite Vermiculite Dibbles Pollination Germinate Peat pots Terrariums Plant names Greenhouse Ph values Acid Alkalin Neutral Clay Styrofoam Sterilize Propagate	Basic Gardening Sunset Series Better Homes & Gardens Gardenbook, McGraw Hill Greenhouses and Related Structures, Cornell Department of Education Greenhouse Worker, Ohio University Greenhouse Crop Production University of Pennsylvania SLIDES Effect of Air Pollution on Plant Life, Cornell Dept. of Ed. Poinsetta, Ohio U. Geranium, Ohio U. Soil and Its Properties, Ohio U. FILMSTRIPS Garden Flowers (Annuals) I & II, Cornell Department of Educaiton Propagation, Cornell Department of Education Landscaping Do's and Don'ts Cornell Department of Ed. Greenhouses-Uses and Designs, Cornell Department of Ed. TRANSPARENCIES All available from Cornell Department of Education: Plant Identification Plant Propagation Pruning and Training Plants Teacher Made Material

COUR[illegible] Horticulture/Floriculture

OCCUPATION: Greenhouse Worker (Helper) Continued NO. 5

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS, OTHER MATERIALS
	a) drawings b) charts ... Plant flower boxes ... Prepare proper soil mixes per type of plants ... Experiment with feeding of plants ... Adjust ventilation, heat, and light ... Maintain stock ... Gather various types of branches from outside areas and discuss different characteristics of each ... Froce bulbs and plants Pot Store in cold frame Remove from bloom ... Create arrangements a) wild flowers b) plastic flowers ... Sterilize soil ... Test soil ... Practice writing sales slips and making change ... View slides, filmstrips, and transparencis and complete teacher made ditto for each ... Choices of assignments for evaluation and motivation			

PERSONAL GROOMING/COSMETOLOGY OCCUPATIONS

OCCUPATIONAL READINESS CENTER

COURSE: PERSONAL GROOMING/COSMETOLOGY OCCUPATIONS

UNITS:

First Quarter: Beautician
Manicurist

Personal Grooming (For selected students.)

Second Quarter: Same as First Quarter.

Third Quarter: Same as First Quarter.

Fourth Quarter: Same as First Quarter.

TRADE: Cosmetology/Personal Services

I. JOB TITLE: Beautician/Manicurist

II. JOB DUTIES:

Suggest hair styling, according to physical features of customer and current styles, or follow customer's instructions for styling.
Style hair by cutting, trimming, and tapering
Shampoo hair and scalp with various ingredients and rinses
Curl hair with rollers or pins
Apply bleach, dye or tint to color customer's hair
Suggest cosmetics for conditions such as dry or oily skin
Massage scalp and give other hair and scalp-conditioning treatments
Clean, shape, and polish fingernails and toenails
Perform other beauty services, such as giving face or neck massages, shaping and coloring eyebrows or eyelashes, removing unwanted hair, or applying hair-straightening liquids
Schedule appointments

III. WORKING CONDITIONS:

Work in a beauty salon or large shop
Be subject to cuts from scissors and razors and burns from hair dryers
Be exposed to strong odors from various hair preparations and lotions
Work with and around all kinds of people

IV. JOB REQUIREMENTS:

Speak, read, and write English so as to understand instructions and speak to customers
Complete a minimum of 1,000 hours in the theory and practice of Cosmetology in an approved school
Take and pass licensing examination to obtain a permanent license
Renew license every 2 years
Use eyes and hands at the same time
Move fingers rapidly and accurately to work with small objects
Be alert to similarities or differences in colors
Be able to stand most of the day

V. JOB CONDITIONS:

Determined by field trips, guest speakers, etc.

VI. BASIC SKILLS AND KNOWLEDGE:

Chemical compositions of nails, hair, skin
Mixtures used in preparation of rinses, dyes, etc.

VII. JOB PRACTICE:

Shop and laboratory experience

VIII. ACADEMIC DEMANDS:

Reading: Be able to read directions for mixing various preparations

Math: Accurate measurement and timing

Verbal: Be able to understand and communicate with customers

Written: Be able to keep appointment books
Able to fill out various forms

ADDITIONAL JOB INFORMATION:

1. Disadvantages: Earnings vary greatly from week to week depending on amount of tips

2. Advantages: Part time work generally available

3. Training opportunities: Vocational Schools-Cosmetology Schools

IX. EVALUATION:

As determined by team of teachers

COURSE: Exploring Cosmetology/Personal Services

OCCUPATION: Beautician/Manicurist

NO. 1

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
... To know the skills and physical requirements to be a beautician ... To be aware of the working conditions ... To become familiar with the duties of the dispensary clerk and shopkeeper ... To become acquainted with safety precautions ... To understand bacteria and sterilization ... To identify equipment and its used ... To become familiar with the proper procedure for giving a manicure ... To become familair with proper procedure for a hand and arm massage ... To understand nail structure and disorders ... To become familiar with the proper procedure for giving a facial ... To understand skin and its functions ... To understand the necessity for a clean skin ... To know and identify make-up ... To understand the proper use of make-up ... To become familiar with the composition of hair ... To become familiar with the proper procedure for giving a shampoo ... To become familiar with	... Reading and discussion of Job Profile (duties) ... Discuss safety/sanitation ... Discussion and reading of attitudes, grooming and attire ... Class discussion of the use of the dispensary check-out sheet and the proper procedure for checking supplies out and in ... Class discussion of state laws concerning sterilization and sanitation ... Display and identify equipment used in giving a manicure ... Demonstrate the correct procedure for giving a manicure ... Set up the manicure table ... Students to pick a partner and practice giving a manicure ... Classroom reading and discussion on the structure and disorders of the nail ... Display and identify equipment for a facial ... Test students' knowledge of the equipment used in giving a facial ... Demonstrate the correct procedure for giving a facial ... Students to choose a partner and practice giving a facial ... Classroom reading and discussion on the function	Manicure pillow Soak bowl Polish Cuticle remover Nail polish remover Base Nail hardener Wonder nail Hand lotion Steel pusher Orange wood stick Emery board Nail brush White pencil Spatula Cleansing cream Massage cream Astringent Tissues Creamy cleanser Base Eye shadow Eye liner Mascara Blush Lipstick Q-tips Practikin Practikin holder Afro comb-rake Rat tail comb Finger wave comb Afro pick Hair lift Round brush Hair brush Roller caddy Clips End papers	Manicure pillow Soak bowl Cuticle Steel pusher Orange wood stick Emery board White pencil Dispensary clerk Shopkeeper Spatual Cleansing cream Massage cream Astringent Creamy cleanser Cotton swabs Practikin Practikin holder Afro comb Rake Rat tail comb Finger wave comb Afro pick Roller caddy End papers Spray bottle Permanent wave Ear shields Ultra Sheen Oven Pressing comb Pressing curler Pressing cream Attitude Shampoo Manicure Facial Styling Comb out Buffer	Theory of Beauty Culture Rutgers University The Beautician McGraw Hill The Van Dean Manual Milady Publishing Company Standard Textbook of Cosmetology, The Keystone Guide to Beauty Culture Keystone Publications, Inc. Ethnic Hairdressing Rutgers University 24 Practice Hairstyles Featuring Classic Movements, Keystone Publications Mathematics for Cosmetology-Part I and II, Rutgers University WORKBOOKS Van Dean Theory Milady Publishing Co. Van Dean Practical Milady Publishing Co. TRANSPARENCIES Facial, Hair and Manicure 3M Company SLIDES The Many Faces of Beauty A Step-by-Step Make-up Application for Dark Skins, Milady Publishing Co. Basic Hairdressing Techniques, Teacher's Guide and Slide Presentation, Rutgers University

COURSE: Exploring Cosmetology/Personal Services

OCCUPATION: Beautician/Manicurist

NO. 1 (Continued)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATII	TEXT, WORKBOOKS OTHER SUPPLIES
the proper procedure for a pin curl set ... To become familiar with the proper procedure for a roller set ... To become familiar with the proper procedure for a permanent wave rod set ... To become familair with the proper procedure for comb outs and styling ... To become familiar with the proper procedure for using the curling iron ... To become familiar with the proper procedure for cornrowing ... To become familiar with the proper procedure for thermal straightening ... To become familiar with the proper procedure for thermal curling and waving ... To become familiar with inventory and ordering procedures ... To become acquainted with the receptionist duties of a beautician ... To become familiar with the actual operation of a beauty salon	and structure of the skin ... View slides, listen to cassette and take quiz on make-up application ... Demonstrate the correct procedure for applying make-up ... Classroom reading and discussion on hair composition, structure analysis and disorders and styles best suited for particular face shapes ... Demonstrate the correct procedure for a shampoo ... Students to choose a partner and practice shampooing ... View slides for pin curl sets ... Demonstrate the correct procedure for pin curl sets ... View slides of finger wave sets ... Demonstrate fingerwave sets ... Demonstrate the proper procedure for a roller set ... Students to practice correct methods of fingerwaving and roller sets ... Demonstrate the correct procedure for a permanent wave rod set ... Students to practice a permanent wave rod set ... Display and discuss various hair styles and comb outs ... Demonstrate comb-outs and styling	Spray bottle Permanent wave rods Bobby pins Hair pins Blow dryer Curling iron Hair net Ear shields Hair spray Ultra sheen Oven Pressing comb Pressing curler Pressing cream Cotton Buffer Towels Manicure table Protective cloth Dryer Sink Shampoo Disinfectant solution Container Lip stick brush Facial mask Fake nails Scissors Manicure stool Styling chair Shampoo chair Receptionist desk and chair Styling tables Rolling storage cabinets Display unit Teletrainer	Manipulation Rotate Massage Matrix Nail bed Lunula Bacteria Sterilization Pores Texture Acne Disinfectant Follicle Medulla Cortex Elasticity Porosity Root Shaft Bulb Sectioning Dermatology Elimination Glands Absorption Epidermis Dermis Appendage Free edge Hangnail Keratin Mantle Pedicure Antiseptic Back combing Cosmetics Deodorant Implement Nape	FILM LOOPS Cosmetologist Encyclopedia Britannica FIELD TRIPS Land of Oz Beauty Salons International House of Design Tech Center Classes GUEST SPEAKERS Land of Oz Hair Stylist Merle Norman Cosmetics Holiday Magic Cosmetics Zuri Cosmetics Redkin Cosmetics Teacher made appointment sheets Teacher made step by step instruction sheets Teacher made dispensary check-out sheets Inventory forms Order forms Receipts Telephone book Fake money Teacher Made Materials

COURSE: Exploring Cosmetology/Personal Services

OCCUPATION: Beautician/Manicurist

NO. 1 (Continued)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
	... Students to practice comb-outs and styling ... Class reading and discussion on blow drying ... Demonstrate using the curling iron ... Students to choose a partner and practice using the curling iron ... Demonstrate corn-rowing ... Students to practice corn-rowing ... Class reading and discussion on thermal straightening curling and waving ... Display and identify equipment used for thermal straightening, curling and waving ... Test students' knowledge of equipment used in thermal straightening, curling and waving ... Demonstrate thermal straightening, curling and waving ... Students to practice thermal straightening, curling and waving ... Class discussion and practice in completing inventory and order forms ... Students to count and list quantities on hand of all supplies ... Students to complete order forms for items in short supply ... Using teacher made conversations, students order		Nippers Pigment Sanitation Sebum Inventory Receptionist Receipts	

COURSE: Exploring Cosmetology/Personal Services

OCCUPATION: Beautician/Manicurist

NO. 1 (Continued)

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER SUPPLIES
	supplies and take and record appointments using the teletrainer ... Complete receipts, total receipts, and make change ... Using teacher made appointments for students in other classes ... Complete receipts for appointments for students in other classes ... Students to perform various services for other students in the building ... Choices of assignments for motivation, evaluation, and acquiring of additional knowledge and skills as a beautician			

PERSONAL GROOMING

PERSONAL GROOMING FOR SELECTED SPECIAL EDUCATION STUDENTS

I. To introduce students to the importance of good grooming in any occupation.

A. Set up a grooming schedule and record daily.

II. To learn the correct procedures for caring for the body.

A. Bath, shower or sponge bath.

B. Washing face and hands.

C. Acne

D. Eyebrows

E. Teeth and mouth care

F. Make-Up

G. Shampoo and hair care

H. Use of deodorant

I. Feminine Hygiene

J. Manicure

K. Hair removal

L. Pedicure

III. To understand the importance of good nutrition and daily exercise on one's appearance.

IV. To learn to choose the appropriate clothing for different occasions.

V. To learn to care for clothing

A. Laundry

B. Dry cleaning

C. Simple mending

VI. To be able to read the directions for using grooming products.

VII. To form correct attitudes towards appearance and work.

VIII. To be able to complete simple forms.

IX. To be able to purchase grooming products.

A. Recognize and count money.

X. To acquaint students with job responsibilities and the importance of being on time.

A. To be able to tell time.

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 1

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To acquaint students with the importance of good grooming. ... To introduce students to the principles of good grooming. ... To understand how frequently each grooming task should be performed. ... To learn how to properly cleanse the skin. ... To understand the correct procedure for taking a bath, shower or sponge bath. ... To learn the correct procedure for washing face and hands. ... To learn how to care for acne. ... To learn the correct procedure for tweezing eyebrows. ... To learn how to correctly brush the teeth and use dental floss and mouthwash. ... To understand the importance of regular dental checkups. ... To learn to choose appropriate makeup. ... To be able to apply makeup properly.	... Complete teacher made self-care survey. ... Read, discuss and complete pages 1-3 in Plans For Living workbook, "Taking Care of Yourself". ... Distribute letters explaining the course for parental permission to perform grooming activities. ... Field trip to purchase appropriate supplies for each student. ... Distribute self grooming chart for daily, weekly, monthly and yearly requirements followed by teacher explanation and class discussion. ... Discuss how grooming can affect getting and keeping a job. ... Distribute personal grooming supplies and cases appropriate for each student. ... View films followed by teacher directed discussion. ... View filmstrip and listen to cassette followed by teacher directed discussion. ... Demonstrate the proper cleansing of skin with step by step directions. ... Read, complete and discuss, "Taking Care of Your Body", page 22 in Plans For Living with teacher supervision and direction.	Folders Paper Pencils Survey Cases Grooming supplies Soap Water Sink Shower Wash cloth Towel Cotton Astringent Sea-breeze Buff-puff Softening cream Tweezers Antiseptic Mirrors Tooth brush Tooth paste Dental floss Red Tablets Mouth wash Cups Cream Lotion Base Eye shadow Mascara Blush Lip stick Eyebrow pencil Washcloth Alcohol	Grooming Style Hair Wash Comb Tweeze Eyebrows Repair Apply Make-up Manicure Nails Daily Shower Deodorant Body Ordor Dirt Brand Names: Safe-guard Dial Life-buoy Cost of above items. Astringent Pore Oil Black head Bacteria Germs Acne White Head Tweezing Tweezers Antiseptic Arch Eyebrow Oral hygiene	TEXTS Plans for Living, Fearon Pub. Company KITS Personal Care, Proctor and Gamble Educational Services FILMS All About Me, State of New Jersey A Time and a Place, Sterling Films Body Care and Grooming, University of Missouri How to Be Well Groomed, University of Missouri Good Looks-Here and Now, Modern Talking Pictures FILMSTRIP & CASSETTE Good Grooming General, RMI Educational Films, Inc. FIELD TRIPS CVS Cecere's Rexall Pharmacy Caldor's TEXT Plans for Living, Fearon Publishing Company

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 2

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To learn the proper procedure for cleansing the ears. ... To learn how to properly care for pierced ears in order to prevent infection. ... To learn how to totally care for one's own hair. ... To understand the reasons for shampooing. ... To be able to identify one's own hair type. ... To be able to choose the correct shampoo and conditioners. ... To learn how to correctly shampoo one's own hair. ... To be able to comb, part and blow dry one's own hair. ... To understand the importance of a good hair cut which is easy to care for. ... To understand what hair style is appropriate for one's self. ... To understand the causes of body odor. ... To be able to choose the proper deodorant. ... To know when and why deodorant should be used.	... Read and discuss Face and Skin Care from Personal Development. ... Have students practice taking a shower and giving themselves a sponge bath using the appropriate procedure. ... View and discuss film strip "Face Facts". ... Daily class discussion on alternative methods of keeping the skin clean, with emphasis on the parts of the body that cause odors. ... Review critical vocabulary. ... Class discussion of how inexpensive it is to keep the body clean. ... View films followed by teacher directed discussion of each. ... Demonstrate the correct procedure for washing face and hands with step-by-step directions to include using the hands rather than a face cloth. ... Have students practice this procedure in groups of five at sinks under teacher direction. ... Have students close pores with the use of an astringent. ... Identify the students with acne. ... Read, discuss and complete "Taking Care of Your Skin",	Brush Comb Shampoo Cream rinse Blow dryer Ultra-sheen conditioner Rollers Round brushes Picks Clips Electric curling iron Conditioner Deodorants Sanitary napkins Sanitary pants Sanitary belts Tampons Toilet paper Electric razor Powder Polish kit Orangewood stick Soak bowl Hand lotion Emery board White pencil Bowl Nail clipper Fake fingernails Scale Tape measure A change of clothing Samples of apparel for all occasions Samples of improperly cared for clothing Detergent	Dental Plaque Bad breathe Dental floss Circular Mouth wash Base Eye shadow Mascara Blush Lipstick Eyebrow pencil Eye lash Cheeks Fore-head Cosmetics Cream Lotion Gaudy Natural Cost of Items Infection Hearing loss Deafness Alcohol 14 carat gold Ear drum Cotton swabs Oily hair Dry hair Dandruff Damaged hair Lather Becoming Attractive Manageable Blow drying Roller	Personal Development FILMSTRIP & CASSETTE Face Facts, Skin and Hair Care, RMI Educational Films, Inc. FILMS It's Up To You, Armour-Dial Co. The Beauty of You, Avon KITS Personal Care, Proctor and Gamble Educational Services FILMSTRIPS & CASSETTES Self-Care Series, The Problem Acne, Interpretive Education. FILMS Teen-Aged? Have Acne?, Sterling Films Young Reflections, Modern Talking Pictures Pictures taken from "Seventeen", "Glamour", "Ladies' Home Journal", "McCalls" and "Ebony".

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 3

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To understand the increased importance of cleanliness during menstruation. ... To be able to choose the correct products for use during menstruation. ... To be able to properly dispose of used products during menstruation. ... To understand the benefits of hair removal. ... To become acquainted with a method of hair removal. ... To be able to remove hair from under one's arms and one's legs. ... To learn how to properly care for the hands, nails, feet and toenails. ... To understand the manicure and pedicure and their benefits. ... To be able to give self a manicure and a pedicure. ... To understand the basic principles of good nutrition and how it affects personal appearance ... To learn the Basic Four Food Groups. ... To be able to evaluate one's own diet and correct it.	page 23 in Plans for Living with teacher direction and supervision. ... Class discussion of the causes and prevention of acne. ... View filmstrip and listen to cassette on acne, its causes, prevention and cures followed by teacher directed discussion. ... Demonstrate use of the buff-puff. ... Have students develop and use a daily schedule for care of acne. ... View films followed by teacher directed discussion. ... Identify students who need to tweeze their eye brows. ... Demonstrate the correct procedure for tweezing eyebrows. ... Have those students who require it, tweeze their eyebrows under close teacher supervision. ... Introduce proper care of teeth by viewing film, Teeth Are Good Things to Have followed by teacher directed discussion. ... Read, discuss, and complete "Taking Care of Your Teeth" page 25 in Plans for Living with teacher direction and supervision.	Bleach Washing machine Dryer Ironing board Iron Hangers Needles Thread Needle threader Clothing items in need of repair Various grooming products	Clip Scrub Clean rinse Lukewarm Hot Cold Shampooing Conditioner Brand Names: Tegrin Sebulex Clairol Herbal Essence Breck Brand Names: Secret Ban Mitchum Deodorant Anti-perspirant Hygiene Sanitary napkin Sanitary pants Sanitary belt Tampon Germs Menstrual flow Menstruation Odor Perspiration Body Odor Feminine hygiene Shaving Razor Underarm	Break Beauty Boutique Pictures John H. Breck Inc. FILMSTRIPS & CASSETTES Self-Care Female, Medical, Dental and Optical Care, Interpretive Education Teeth Care, Interpretive Education FILMS Teeth Are Good Things to Have, Johnson & Johnson Take Time For Your Teeth, Sterling Films Healthy Teeth-Happy Smile, State of Missouri How To Clean Your Teeth State of Missouri Matter of Choice, State of Missouri Teeth, Modern Talking Pictures Gateway to Health, State of Missouri Teeth, The Development and Care, State of Missouri Preventive Dentistry in B Sharp, Modern Talking Pictures The Haunted Mouth, Modern Talking Pictures Showdown at Sweet Rock Gulch, Modern Talking Pictures

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 4

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To understand the value and benefits of daily exercise. ... To be able to do simple exercises to improve personal appearance. ... To become acquainted with appropriate dress for different occasions. ... To be able to coordinate colors. ... To be able to coordinate patterns and designs. ... To be able to choose appropriate shoes, socks and stockings. ... To understand the importance of the proper care of clothing. ...To be aware of the different cleaning methods of clothing and be able to determine the proper one. ... To be able to do laundry by hand. ... To be able to do laundry in an automatic washer and dryer. ... To be able to recognize dirty clothing. ... To be aware of clothing which must be laundered after each use.	... Demonstrate the correct procedure for brushing teeth. ... Read and discuss "Care of the Teeth" in Personal Care with teacher direction and supervision. ... Have students practice step-by-step brushing procedure in groups of five with the teacher. ... View films, Take Time for Your Teeth, Healthy Teeth-Happy Smile, and How to Clean Your Teeth followed by teacher directed discussion ... Following brushing students are to chew red tablet to indicate portions of teeth that have gone unbrushed. ... Have students brush again where indicated. ... View films Matter of Choice, Teeth, Gateway to Health, and The Haunted Mouth followed by teacher directed discussion. ... Demonstrate the use of dental floss. ... Have students practice using dental floss. ... Demonstrate the use of mouthwash. ... Have students view filmstrips and listen to cassettes on dental care followed by teacher directed discussion of each.		Manicure Cuticle Orangewood stick Soak bowl Hand lotion Emery board White pencil Polish Polish remover Base Cuticle remover Pedicure Nail clipper File Hang nail Chapped Nutrition Diet Balanced Four Basic Food Groups Count and measure servings Height Weight Measurements Bust Hip Thigh Calf Ankle Upper arm Posture "Standing tall" Inch Dress clothing Work clothing Casual clothing	Merlin's Magical Message, Modern Talking Pictures FIELD TRIPS Local dentist's office SLIDES Milady Make-up Slides Milady Pub. Co. FILMSTRIPS & CASSETTES Self-care Female Make-up Interpretive Education RESOURCE BOOK The Great Looks Book Bonnie Bell Editorial Services Inc. FILMSTRIPS & CASSETTES Self-Care Female, Hair Care, Interpretive Education Face Facts-Skin & Hair Care, RMI Educational Films, Inc. FILMS Really Understanding Your Hair, Modern Talking Pictures MAGAZINES American Hairdresser

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 5

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
... To learn to do simple mending. ... To be able to read the directions for using grooming products. ... To be able to select suitable grooming products within an available budget. ... To form the correct attitudes toward appearance and work. ... To be able to complete simple forms. ... To be able to recognize and count money. ... To be able to tell time. ... To acquaint students with job responsibilities and the importance of being on time.	... View films Teeth, The Development and Care and Preventive Dentistry in B Sharp followed by teacher directed disucssion. ... Field trip to a dentist's office. ... Identify each students last dental appointment. ... Class discussion of importance of visiting the dentist every six months. ... View films Showdown at Sweet Rock Gulch and Merlin's Magical Message followed by teacher directed discussion. ... Class discussion of the purpose of make-up, to include the appropriate and inappropriate use of make-up. ... View make-up slides, followed by discussion and teacher made quiz. ... Teacher to read "Make-up and Special Creams or Lotions" followed by class discussion. ... Identify students who wish to learn to use make-up. ... View filmstrip and listen to cassette on make-up. ... Have those students who wish to do so, practice applying make-up on a daily basis under close teacher supervision, after they have		Clash Coordinate Sloppy Neat Proper fit Patterns Designs Gently cycle Lukewarm Cool Wash and wear Drip dry Tumble dry Dry clean only Cool iron Permanent press Machine wash Hand wash Laundromat Shrink Wrinkles Stains Spots Ground in dirt Detergent Bleach Directions Massage Thoroughly Squeeze Excess Distribute Evenly Work through Apply Re-apply Daily	WORKBOOKS Practice Hairstyles, Keystone Pub. Company Guest Speakers KITS "Growing Up and Liking It" Recorded Lessons in Feminine Hygiene for Special Education Classes. The Feminine Hygiene Kit Personal Products Co. FILMS Naturally a Girl Kimberly-Clark Teacher Made Pictures FILMSTRIPS & CASSETTES Self-Care Female-Hand and Foot Care Interpretive Education TEXT Personal Development Magazine pictures of the pedicure. Teacher made laminated paper nails

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 6

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	practiced washing their face and hands. ... Have students identify appropriate and inappropriate make-up for different occasions in magazines. ... Use Bonnie Bell Book for students to practice coloring in make-up with chalk and crayons. ... Have students evaluate how make-up looks on each other. ... Read, discuss and complete "Taking Care of Your Ears", page 28 in Plans for Living with teacher supervision and direction. ... Class discussion of the importance of proper ear care to include the ill effects of cotton swabs or sharp objects in the ears. ... Demonstrate the proper procedure for cleansing ears. ... Students to practice cleaning their own ears with close teacher supervision. ... Demonstrate the appropriate care of pierced ears. ... Students with pierced ears to practice care with close teacher supervision. ... View filmstrips and listen to cassettes on hair care followed by teacher directed discussion.		Weekly Bi-weekly Annual Cooperate Temper Share Popular Patience Stealing Arguing Problem Solve Instructions Personality Application Middle name County Country City State Single Zip code Married Social Security No. Male Divorced Female Widowed Mother's name Father's name Schools attended Subjects studied U.S. citizen Dependents References Employee Employer	FILMS The Beauty of You, Avon And Everything Nice, State of Missouri Cardboard and flannel foods, Balanced Meals, Instructor FILMS Facts About Figures, State of Missouri Posture Habits, State of Missouri Posture in Motion, Modern Talking Pictures From Toe to Tip, State of Missouri TEXTS Going Places with Your Personality, Fearon Publishing Co. MAGAZINES McCall's Ladies' Home Journal Articles of clothing Laminated paper dolls and clothing Teacher made materials FILMS Clothing Communicates,

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 7

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	... Read, discuss and complete "Taking Care of Your Hair", page 24, in Plans for Living with close teacher direction and supervision. ... Identify each student's hair and scalp type. ... Assign the proper shampoos and conditioners for each type. ... Assist each student in determining how frequently to shampoo. ... View films followed by teacher directed discussion. ... Teacher to read and discuss "Care of the Hair", Personal Care. ... Demonstrate the proper procedure for shampooing one's own hair with step-by-step directions. ... Have students practice combing tangles out of their hair prior to shampooing. ... Demonstrate the appropriate method of washing one's comb and brush prior to shampooing. ... Have students wash their own comb and brush. ... Have students practice in groups of five shampooing their own hair again with step-by-step instructions. ... Demonstrate the proper procedure for parting the		Previous Employment Penny Nickel Dime Quarter Half dollar Silver dollar One dollar bill Two dollar bill Five dollar bill Ten dollar bill 1 cent 5 cents 10 cents 25 cents 50 cents $1.00 $2.00 $5.00 $10.00 Counting money and change Shifts Check-in-time Work station Daily time Schedule Quitting time	Modern Talking Pictures Clothes and Your Line and Proportion, State of Missouri FILMSTRIPS & CASSETTES Self-Care Series, Wardrode, Interpretive Education Fashion Formulas, RMI Education Films FIELD TRIPS Caldor's Pickwick Village Shoetown Econowash Teacher Made Grooming Chart TEXTS Going Places with Your Personality Fearon Pub. FILMS Your Job-Good Work Habits, University of Missouri WORKBOOKS A Step-by-Step Approach to Learning How to Fill Out Application Forms Frank E. Richard Pub. Co. Inc.

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 8

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	hair. ... Have students part their own hair. ... Demonstrate the use of the blow dryer. ... Have selected students practice using the blow dryer under close teacher supervision. ... Demonstration and class lecture by a professional beautician emphasizing the importance of the hair cut and the appropriate style for the individual. ... Using magazines, pictures and styling books assist students in choosing a becoming hair cut and style which they can manage themselves. ... Teachers to provide the opportunity for the hair cut to be given. ... Practice on hair care procedures to continue throughout course. ... Class discussion of the causes of body odor and the parts of the body most likely to produce odor. ... Display and discuss different types and brands of deodorants and anti-perspirants. ... Teacher directed reading and discussion of deodorants using the Personal Care Kit, Deodorants.			Money Makes Sense, Fearon Publishing Co. Time and Telling Time, Fearon Publishing Co. FILMSTRIPS & CASSETTES Money, Interpretive Edu. Time, Interpretive Edu. Coin Puzzles Money Game Coins and Bills, Developmental Learning Materials

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 9

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	... Students to be assisted in choosing the proper deodorant for themselves. Teachers will encourage the use of a roll-on. ... With teacher instruction and close supervision, students will apply deodorant following their showers. ... Students to view "Naturally a Girl", followed by class discussion. ... Teacher edited "Growing Up and Liking It" from the Proctor and Gamble kit to be read to class. ... Display and discuss various products available for use during menstruation. ... Class discussion of why odor is caused by infrequent changes. ... Discuss and demonstrate proper methods for disposing of soiled sanitary napkins. ... Discuss the increased odor caused by underarm hair. ... View pictures showing models with and without hair on legs and underarms ... Class discussion of the models with better appearance. ... Demonstrate removal of hair from underarms and legs using an electric razor. ... Students to practice in groups of five with close teacher supervision.			

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 10

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	... Built in safety to include, never using an electric razor in a bathroom or around water. ... Discuss the importance of properly caring for the hands and feet. ... View filmstrip and listen to cassette on hand and foot care. ... Read and discuss "Care of Hands and Nails" from the Proctor and Gamble Kit. ... Read and discuss "Finger nail care" from Personal Development. ... Display and identify materials and supplies used for manicuring and pedicuring. ... Demonstrate the manicure, using step-by-step instruction ... Have students practice filing fake nails. ... Have students practice polishing laminated paper nails. ... Have students practice giving themselves a manicure, following teacher's step-by-step instruction. ... Students to practice giving themselves a pedicure under close teacher supervision. ... Teacher directed discussion on how nutrition affects appearance.			

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 11

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	... Read, discuss and complete exercises "Helping Your Body to Grow", page 9 in Plans for Living with teacher direction and supervision. ... Students to list foods consumed previous day and with teacher direction evaluate nutritional deficits. ... Students to place cardboard food into four basic food groups. ... Field trip to Friendly's to buy a balanced breakfast and provide an opportunity to practice newly learned grooming skills. ... Read, discuss, and complete exercises on "How Much You Should Weigh", page 21 in Plans for Living with teacher direction and supervision. ... Read, discuss and complete exercises on "Keeping Your Body Strong", page 30 in Plans for Living with teacher direction and supervision. ... Weigh and measure each student to include wrist, bust, hip, thigh, ankle, and upper arm. ... Determine ideal weight and measurements and establist goals for each student.			

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 12

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	... With teacher direction and participation students exercise. ... Read and discuss "Posture", Personal Development. ... Students to check posture in mirrors to evaluate "standing tall". ... View films and discuss the importance of daily exercises. ... View filmstrips and listen to cassettes followed by teacher directed discussion. ... Display pictures and ask students to decide where people could be going in these outfits. ... Show articles of clothing and ask students where each might be worn and why. ... Read, discuss and complete page 23 in Going Places with Your Personality with close teacher direction and supervision. ... View films followed by teacher directed discussion of patterns. ... Ask each student to choose the proper attire for work, play or school for the various seasons of the year. ... Each student to prepare a shopping list of needed clothing items if they were going to work.			

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 13

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	... Use Sears Catalogue to have students choose appropriate items. ... Field trip to Pickwick Village, Caldors and Shoetown to practice the selection of clothing. ... Class discussion of fact that all clothing has a care label. ... Display various articles of clothing in which students must find care labels. ... Help students learn to read and understand care labels. ... Display items that have not been cared for properly and discuss the consequences. ... Field trip to Econowash to learn to use washers, dryers and cleaning machines. ... Demonstrate hand washing ... Have class practice washing small items by hand. ... Demonstrate the use of home washer and dryer in classroom. ... Have class practice using the home washer and dryer. ... Display examples of clothing with the most common type of soil e.g. spots, ring-around-the-collar. ... With teacher direction have students identify the soil and clean the clothing appropriately.			

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 14

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	... Identify students wearing soiled clothing have them change into their extra set of clothing and have them wash, dry and fold or hang up the clothing they were wearing. ... Class discussion of clothing which must be laundered after each use. ... Demonstrate threading a needle using a needle threader ... Students to practice threading a needle with teacher supervision. ... Demonstrate sewing on a button, repairing a hem and repairing a seam. ... Students to practice these procedures on items of clothing in need of repair which they have brought from home ... Have class practice reading labels on various grooming products. ... Compare examples of expensive products to inexpensive products. ... Teachers to assist each student in determining which grooming product they can afford. ... Students will review, with teacher, their teacher made grooming charts, daily, throughout the course.			

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 15

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	... Students will sign up to do their daily, weekly and bi-weekly tasks where needed, each day, with teacher assistance. ... View and discuss film, Your Job-Good Work Habits ... Read, disucss and complete "Getting Along With Others", "Getting and Giving Help" and "Getting and Giving Instructions", page 13-38, in Going Places with Your Personality, under close teacher supervision and direction. ... Teachers to role play inappropriate work habits to develop student understanding. ... Students to take a pretest to determine what information they can already fill in on an application. ... Students will be placed at their own level in filling out applications and will proceed at their own pace in learning how to fill in information. ... When all aspects of the application are mastered students will complete a posttest. ... Teacher to work with selected group of students in identifying coins.			

COURSE: Personal Grooming

OCCUPATION: Preparation For Employment

NO. 16

LEARNING GOALS	LEARNING ACTIVITIES	TOOLS, EQUIPMENT SUPPLIES	NEW TERMINOLOGY MATH	TEXT, WORKBOOKS OTHER MATERIALS
	... View filmstrip and listen to cassette on money followed by teacher directed discussion. ... Selected students to practice purchasing grooming products with close teacher supervision. ... Assign selected students Money Makes Sense books for additional practice in identifying coins. ... View filmstrip and listen to cassette on time followed by teacher directed discussion ... Teacher to work with selected group of students who are unable to tell time. ... Read, discuss and complete "The Parts of the Clock", "Telling the Hour", "Measuring Time", "After the Hour", "Before the Hour", "Half Hours" , and "AM and PM Make a Day" in Time and Telling Time with close teacher supervision. ... Read, discuss and complete "Being on Time", page 3 and "Getting Things Done", page 39 in Going Places with Your Personality with close teacher supervision and direction.			

GENERAL PROGRAM INFORMATION

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
Putnam/Northern Westchester Education Center
Yorktown Heights, New York 10598

OCCUPATIONAL READINESS CENTER
OCCUPATIONAL EDUCATION

SCREENING REPORT

DATE _____

Student _____ District _____ School _____
(Last Name) (First)

Address _____

Date of Birth _____ Sex _____ Telephone No. _____

I.Q. _____ Date & Test _____ Attendance _____
Number of days out

Present Grade _____ Counselor _____

* *

TYPE OF CLASS REQUESTED (Please indicate FIRST, SECOND or THIRD choice.)

1. AGRICULTURE OCCUPATIONS _____
2. BUILDING TRADES _____
3. PERSONAL GROOMING (Selected) _____
4. FOOD TRADES _____
5. PERSONAL SERVICES (Selected) _____
6. HEALTH SERVICE OCCUPATIONS _____
7. AUTO TRADES _____
8. COSMETOLOGY _____
9. METAL TRADES _____
10. BUILDING MAINTENANCE OCCS. _____

* *

Family Name _____ Address _____

Father _____ Mother _____

Siblings _____

Guardian _____

Person to notify in lieu of parents _____ Phone No. _____

Family Physician _____ Phone No. _____

Parental attitude regarding BOCES and the Readiness Center _____

_____

Was referral discussed? _____ Response _____

(Continued on Reverse Side)

CONFIDENTIAL INFORMATION

Pattern of academic development:

Strengths

Weaknesses

Interests

Behavior - Include situations producing desirable of undesirable behavior.

DCOH CLASSIFICATION

Handicapping Condition:

Mentally Retarded _____

Emotionally Disturbed _____

Specific Learning Disabled _____

Speech Impaired _____

Deaf-Blind _____

Orthopedically Impaired _____

Visually Impaired _____

Deaf _____ Hard of Hearing _____

Other Health Impairment _____

Multihandicapped _____

Disadvantaged/Special Needs _____

Reading: _____ (Actual Reading Level)

Math: _____ (Actual Arithmetic Level)

Limited English Proficiency _____ Yes _____ No

_____ Major Language Spoken

* * * *

BOARD OF COOPERATIVE EDUCATIONAL SERVICES
Putnam/Northern Westchester Education Center
Yorktown Heights, New York 10598

OCCUPATIONAL READINESS CENTER
Occupational Education

MEDICAL FORM

DATE_____

STUDENT'S NAME_____

Is this student receiving medication?_____ Name of Medication_____

Dosage: How much?_____ How often?_____

Has the student had any of the following illnesses?

Heart Disease	_____	Diabetes	_____
Asthma & Hay Fever	_____	Epilepsy	_____
Back Ailments	_____	Grand Mal	_____
Rheumatic Fever	_____	Petit Mal	_____

Please list allergies (insect stings, drugs, foods):

* * * *

STUDENT EVALUATION

EXPLORATORY OCCUPATIONAL EDUCATION PROGRAM
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
Sole Supervisory District

Name _____ Home School _____ Date _____

Teachers _____ Course _____ Quarter 1 2 3 4 _____ Days Absent _____

MARKING SYSTEM: E—EXCELLENT G—GOOD S—SATISFACTORY I—IMPROVING U—UNSATISFACTORY

PERSONAL DEVELOPMENT	E	G	S	I	U
TAKES PART IN GROUP ACTIVITIES					
RESPECTS PROPERTY OF OTHERS					
IS COOPERATIVE					
WORKS WELL ALONE					
SHOWS SELF-CONFIDENCE					
SHOWS INITIATIVE					
ACCEPTS RESPONSIBILITY					
FOLLOWS DIRECTION					
MAKES DECISIONS					
SEEKS HELP					
ACCEPTS CORRECTION					
HANDLES MINOR DISAPPOINTMENTS					
IS COURTEOUS AND CONSIDERATE					
PRACTICES GOOD HEALTH HABITS					

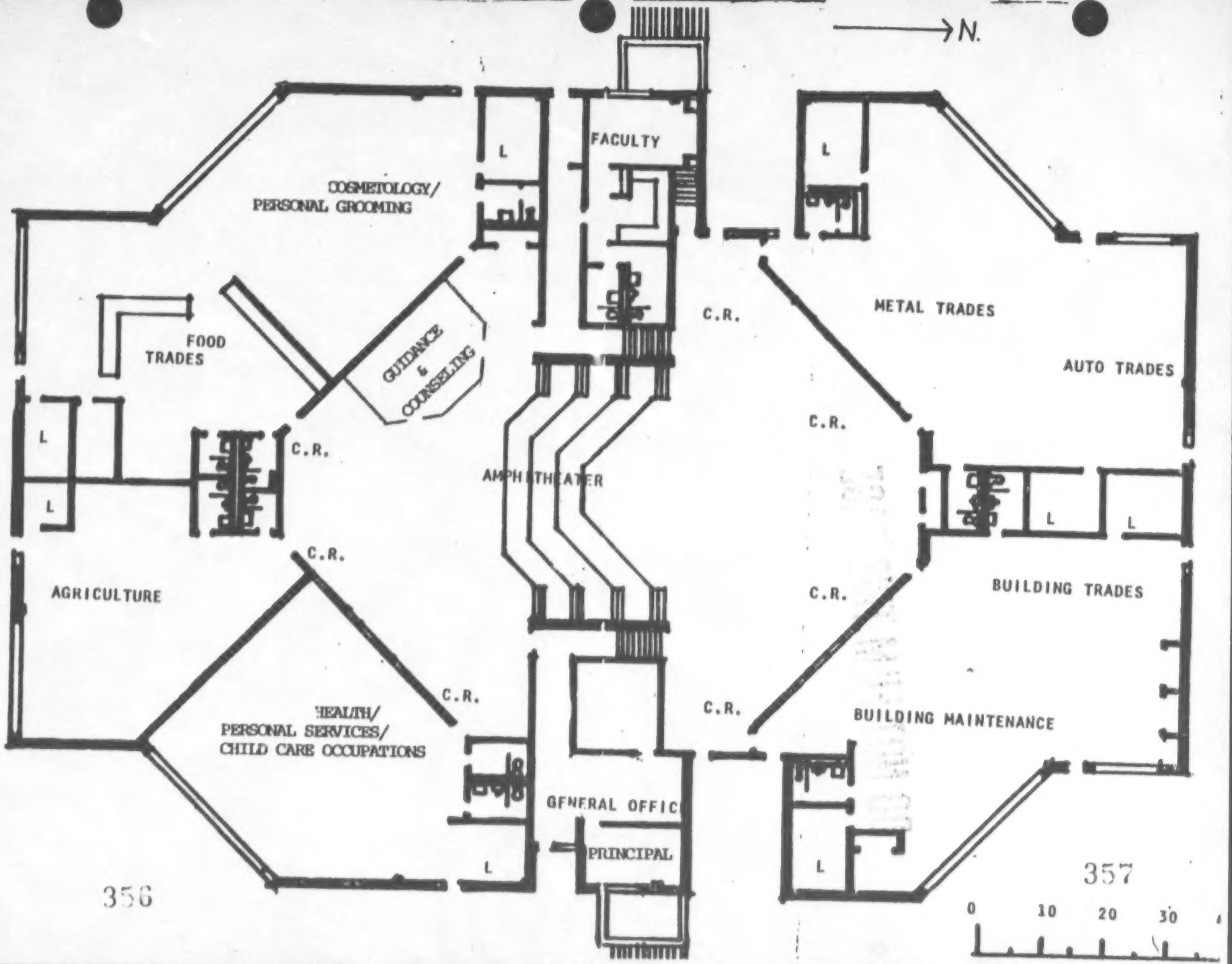
LABORATORY/SHOP PERFORMANCE	E	G	S	I	U
WORKS WITH SUSTAINED ATTENTION					
WORKS WITHOUT SUPERVISION					
WORKS ACCURATELY					
USES GOOD JUDGEMENT					
PERFORMS SAFELY					
PARTICIPATES IN GROUP					
HAS DEXTERITY AND COORDINATION					
USES EQUIPMENT APPROPRIATELY					
DRESSES APPROPRIATELY FOR SHOP					
HAS SELF-CONTROL					
WORKS NEATLY					

RELATED ACADEMICS	E	G	S	I	U
WORKS WITH SUSTAINED ATTENTION					
WORKS WITHOUT SUPERVISION					
IS EQUIPPED FOR CLASS WORK					
PARTICIPATES IN CLASS					
COMPLETES ASSIGNMENTS					
USES OCCUPATIONAL MATH					
USES OCCUPATIONAL VOCABULARY					
UNDERSTANDS OCCUPATIONAL INFORMATION					

LABORATORY/SHOP GRADE	
CLASS GRADE	
AVERAGE	

THIS STUDENT SEEMS TO HAVE (MUCH, SOME, LITTLE) POTENTIAL IN THIS OCCUPATIONAL AREA AND (SHOULD, SHOULD NOT) CONSIDER IT FOR FURTHER TRAINING.

PARENT


N.
COSMETOLOGY/
PERSONAL GROOMING
FACULTY
L
L
FOOD
TRADES
GUIDANCE
&
COUNSELING
C.R.
METAL TRADES
AUTO TRADES
C.R.
L
L
C.R.
AMPHITHEATER
L
L
C.R.
AGRICULTURE
C.R.
BUILDING TRADES
C.R.
C.R.
HEALTH/
PERSONAL SERVICES/
CHILD CARE OCCUPATIONS
C.R.
BUILDING MAINTENANCE
GENERAL OFFIC
PRINCIPAL
L
L
0
10
20
30